



LEROY D. BACA, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



September 8, 2009

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

42

SEPTEMBER 15, 2009

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF AGREEMENT WITH THE AMER-I-CAN FOUNDATION  
FOR DISTURBANCE MEDIATION TRAINING SERVICES  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

Approval of Agreement with Amer-I-Can Foundation (Amer-I-Can) to continue providing disturbance mediation training services to the Los Angeles County Sheriff's Department (Department) as originally provided under Agreement Number 27101.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair of the Board of Supervisors (Board) to sign and execute the attached Agreement with Amer-I-Can to continue providing disturbance mediation training services. The term of the Agreement shall commence upon execution by the Board and shall continue through August 20, 2010, with one additional one-year extension period upon Board approval, which is the same previously approved term under Agreement Number 27101. The maximum annual contract sum shall not exceed \$300,000.
2. Delegate authority to the Sheriff or his designee to execute applicable documents when the original contracting entity has merged, been purchased, or otherwise changed; and to modify the Agreement within the conditions specified in the Agreement, with prior approval of County Counsel, including authority for the Sheriff to include new or revised standard County contract provisions adopted by your Board during the term of the Agreement.

*A Tradition of Service*

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to allow Amer-I-Can to continue to provide recurring disturbance mediation training classes in the County jails. The Department is responsible for ensuring the safety of each inmate who enters the jail system and maintaining safety and security for Department staff. The transient nature of inmates in the jail system creates logistical challenges and necessitates the existence of an aggressive disturbance mediation training program. Amer-I-Can has been successful in implementing and maintaining the current training program which assists the Department in reducing racial and gang-motivated jail violence.

### **Implementation of Strategic Plan Goals**

The recommended services support the County's Strategic Plan, Goal 1, Operational Effectiveness. Specifically, the Agreement will enable the Department to continue a program designed to reduce racial and/or gang-related violence in the jails.

### **FISCAL IMPACT/FINANCING**

This Agreement is funded by the Inmate Welfare Fund.

The maximum annual contract sum remains the same as approved in Agreement Number 27101. The maximum annual contract sum shall not exceed \$300,000. As a result, the total Maximum Contract Sum for the initial term and the option year shall not exceed \$600,000.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

During incarceration, educational classes, alcohol and drug prevention programs, life skills programs, and other services are offered to provide inmates an opportunity to rehabilitate and/or gain awareness towards living a better life.

Under this Agreement, disturbance mediation training classes will continue to be administered in a classroom setting to adult male inmates housed primarily at North County Correctional Facility or any other County jail facility at the discretion of the Sheriff.

The Agreement has been updated and includes all of the Board and legal required contract provisions, including Jury service and Safely Surrendered Baby law. The Agreement has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

In 2005, the Department posted a Request for Letters of Interest from firms with experience and expertise in conducting racial and gang-related disturbance mediation in a jail environment and possess full-time staffing to quickly implement and maintain such a program. Only Amer-I-Can was qualified in both areas. On February 21, 2006, your Board authorized the Sheriff to sign an agreement, substantially similar in form to the sample agreement, with Amer-I-Can and requested the County Auditor-Controller, in conjunction with the Sheriff, to undertake the monitoring of this contract through its first year of implementation. In addition to the original one-year contract base term, the contract allowed for four optional one-year periods and, at your Board's direction, each extension required Board approval.

The Sheriff executed Agreement Number 27101 with Amer-I-Can on August 21, 2006. A complete audit report from the County Auditor-Controller was sent to your Board on July 3, 2007, in which the Auditor reported that no deficiencies exist in the Department's administration of the Agreement and that Amer-I-Can has fully complied with its obligations to provide the services outlined in the Statement of Work.

The current Board approved option term expired on August 20, 2009. The Department failed to timely submit to your Board its third option one-year extension Amendment prior to the expiration of the current option term. Amer-I-Can was notified on August 14, 2009, to suspend services to the Department effective August 20, 2009. The term of the Agreement shall commence upon execution by the Board and shall continue through August 20, 2010, with one additional one-year extension period upon Board approval, which is the end of the previously approved term under Agreement Number 27101.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

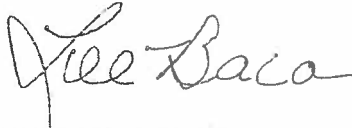
There will be no negative impact on current Department operations and services. The approval of this action will ensure that the Department will continue to provide the disturbance mediation training classes to incarcerated inmates.

The Honorable Board of Supervisors  
September 8, 2008  
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**CONCLUSION**

Upon approval by your Board, please return two adopted copies of this action to the Department's Contracts Unit.

Sincerely,

A handwritten signature in cursive script that reads "Leroy Baca". The signature is written in dark ink and is positioned above the printed name and title.

LEROY D. BACA  
SHERIFF

**CONTRACT No. 77 077 - WEBVEN No. 50571801**



**DISTURBANCE MEDIATION TRAINING SERVICES (PCPS)**

**AGREEMENT**

**FOR**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**THE AMER-I-CAN FOUNDATION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT AGREEMENT FOR  
DISTURBANCE MEDIATION TRAINING SERVICES**

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# **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT AGREEMENT FOR DISTURBANCE MEDIATION TRAINING SERVICES**

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### **EXHIBITS**

EXHIBIT A –	ADDITIONAL TERMS AND CONDITIONS
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### **EXHIBITS, CONTRACTOR'S WORK**

[The following Exhibits are provided by Contractor as part of prior Agreement Number 27101, and are incorporated herein by reference only.]

EXHIBIT AA –	PROGRAM SCHEDULE AT STARTUP
EXHIBIT BB –	SYLLABUS
EXHIBIT CC –	ORIENTATION SESSION, METHODS/FORMS
EXHIBIT DD –	GRADUATION CEREMONY, METHODS/FORMS
EXHIBIT EE –	QUALITY CONTROL PLAN
EXHIBIT FF –	QUALITY ASSURANCE PLAN

## **RECITALS**

THIS AGREEMENT is entered into as of the Effective Date by and between the County of Los Angeles ("County") and the Amer-I-Can Foundation, a non-profit corporation organized under the laws of California, located at 1851 Sunset Plaza Drive, Los Angeles, California 90069 ("Contractor"), for the Los Angeles County Sheriff's Department (the "Department").

WHEREAS, the Department desires to enter into an Agreement with a qualified vendor to provide Disturbance Mediation Training Services;

WHEREAS, Contractor represents that it possesses the necessary special skills, knowledge and technical competence, and sufficient staffing to provide such Disturbance Mediation Training Services; and

WHEREAS, this Agreement (as defined below) is authorized pursuant to California Government Code Section 31000.

NOW THEREFORE, In consideration of the mutual covenants contained herein and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor agree as follows:

### **1.0 AGREEMENT AND INTERPRETATION**

- 1.1 Agreement. This base document along with Exhibits A through K, and Exhibits AA through FF which are provided by Contractor under prior Agreement Number 27101 and incorporated herein by reference only, any schedules attached hereto or thereto, and any Change Order or amendment from time to time hereto or thereto collectively constitute and throughout and hereinafter are referred to as the "Agreement." This Agreement shall constitute the complete and exclusive statement of understanding between County and Contractor and supersedes any and all prior or contemporaneous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement.
- 1.2 Interpretation. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any Task, Subtask, Deliverable, goods, service, or other Work, or otherwise, such conflict or inconsistency shall be resolved by giving precedence first to this base document, and then to the Exhibits and any attachments thereto, according to the following priority:

Exhibit A – Additional Terms and Conditions

Exhibit B – Statement of Work

Exhibit C – Price Sheet



- Exhibit D – Technical Exhibits
- Exhibit E – Contractor's EEO Certification
- Exhibit F – Charitable Contributions Certification
- Exhibit G – Entry Application for Custody Facilities
- Exhibit H1– Contractor's Employee Acknowledgement and Confidentiality Agreement
- Exhibit H2 - Contractor's Non-Employee Acknowledgment and Confidentiality Agreement
- Exhibit I – Contractor's Staff
- Exhibit J – Jury Service Program
- Exhibit K – Safely Surrendered Baby Law

- 1.3 Additional Terms and Conditions. Without limiting the generality of [Paragraph 1.1, Agreement](#), attached hereto as [Exhibit A, Additional Terms and Conditions](#), and incorporated by reference herein, are additional terms and conditions to this Agreement. Contractor acknowledges and agrees that it shall be bound by the additional terms and conditions enumerated in such Exhibit as if such terms and conditions were enumerated in the body of this base document.
- 1.4 Construction. The words "herein", "hereof", and "hereunder" and words of similar import used in this Agreement refer to this Agreement, including all annexes, attachments, Exhibits, and Schedules as the context may require. Wherever from the context it appears appropriate, each term stated in either the singular or plural shall include the singular and the plural. Whenever examples are used in this Agreement with the words "including", "for example", "e.g.", "such as", "etc.", or any derivation of such words, such examples are intended to be illustrative and not limiting. Captions, and Paragraph and Section headings used in the Agreement are for convenience only and are not a part of the Agreement and shall not be used in construing the Agreement.

## **2.0 DEFINITIONS**

The following terms and phrases in quotation marks and with initial letters capitalized shall have the following specific meaning when used in this Agreement.

- 2.1 "Agreement" has the meaning set forth in [Paragraph 1.1, Agreement](#).
- 2.2 "Board" means the Los Angeles County Board of Supervisors.

- 2.3 “Business Day” means Monday through Friday, excluding County-observed holidays.
- 2.4 “Change Order” has the meaning set forth in [Section 6.0, Change Orders and Amendments](#)
- 2.5 “Contractor Key Personnel” has the meaning set forth in [Subparagraph 4.3.2](#).
- 2.6 “Contractor Project Director” has the meaning set forth in [Paragraph 4.1 Contractor Project Director](#).
- 2.7 “Contractor Project Manager” has the meaning set forth in [Paragraph 4.2, Contractor Project Manager](#).
- 2.8 “County” has the meaning set forth in the Recitals.
- 2.9 “County Counsel” means County’s Office of the County Counsel.
- 2.10 “County Indemnitees” has the meaning set forth in [Exhibit A, Additional Terms and Conditions, Paragraph 13.1, Indemnification](#).
- 2.11 “County Project Director” has the meaning set forth in [Paragraph 3.1, County Project Director](#).
- 2.12 “County Project Manager” has the meaning set forth in [Paragraph 3.2, County Project Manager](#).
- 2.13 “Deliverable” means a service, product, or good to be provided by Contractor to County under this Agreement and identified as a deliverable in the Statement of Work or any approved Change Order or amendment.
- 2.14 “Department” has the meaning set forth in the Recitals.
- 2.15 “Dispute Resolution Procedure” has the meaning set forth in [Exhibit A, Additional Terms and Conditions, Section 2.0, Dispute Resolution Procedure](#).
- 2.16 “Effective Date” means the first date on which this Agreement has been executed by all parties and approved by the Board of Supervisors.
- 2.17 “Graduation Ceremony” means the block of time set aside during the final training session used to acknowledge the accomplishments of Program student participants.
- 2.18 “Infringement Claims” has the meaning set forth in [Exhibit A, Additional Terms and Conditions, Section 14.0, Intellectual Property Indemnification](#).
- 2.19 “Initial Term” has the meaning set forth in [Section 7.0, Term](#).

- 2.20 “Invoice Discrepancy Report” or “IDR” has the meaning set forth in [Paragraph 10.4, Invoice Discrepancy Report](#).
- 2.21 “Jury Service Program” has the meaning set forth in [Exhibit A, Additional Terms and Conditions, Section 33.0, Compliance with Jury Service Program](#).
- 2.22 “Maximum Contract Sum” has the meaning set forth in [Section 8.0, Prices and Fees](#).
- 2.23 “Option Term” has the meaning set forth in [Section 7.0, Term](#).
- 2.24 “Orientation Session” means the block of time set aside during the first training session used to introduce student participants to the Program.
- 2.25 “Perishable Instructional Materials” has the meaning set forth in [Section 8.0, Prices and Fees](#).
- 2.26 [intentionally deleted]
- 2.27 “Program Cycle” means a grouping of successive training classes designed to deliver the classroom curriculum outlined in [Exhibit B, Statement of Work, Paragraph 3.1](#).
- 2.28 “Project Status Reports” has the meaning set forth in [Paragraph 4.4, Project Status Reports by Contractor](#).
- 2.29 “Recruitment” means the act of soliciting inmate participation in the Program.
- 2.30 “Sheriff” means the elected official who is the Sheriff of the County of Los Angeles.
- 2.31 “Statement of Work” or “SOW” means the Statement of Work, attached as [Exhibit B, Statement of Work](#) to this Agreement, as the same may be amended by any approved Change Order or amendment.
- 2.32 “Syllabus” means a document which describes in detail each of the subject areas listed in [Exhibit B, Statement of Work, Paragraph 3.1](#) and any additional subject areas that Contractor deems appropriate to the Project.
- 2.33 “Tax” and “Taxes” means governmental fees (including license, filing and registration fees) and all taxes (including franchise, excise, stamp, value added, income, gross receipts, gross revenue, import, export, sales, use, transfer, and property taxes), withholdings, assessments, levies, imposts, duties, charges, or interest thereon imposed.
- 2.34 “Term” has the meaning set forth in [Section 7.0, Term](#).

- 2.35 “Work” means any and all Deliverables, goods, and other services performed by or on behalf of Contractor including the work required pursuant to this Agreement, the Statement of Work, and all the Exhibits, Change Orders, and Amendments hereto.

### **3.0 ADMINISTRATION OF AGREEMENT – COUNTY**

#### **3.1 County Project Director**

- 3.1.1 “County Project Director” for this Agreement shall be the following person:

Karen S. Dalton, Director  
Los Angeles County Sheriff  
Correctional Services Division  
450 South Bauchet Street  
Los Angeles, California 90012  
Phone: (213) 893-5882  
Fax: (323) 415-6576  
E-Mail: ksdalton@lasd.org

- 3.1.2 County will notify Contractor of any change in the name or address of County Project Director.

- 3.1.3 Except as set forth in [Section 6.0, Change Orders and Amendments](#) of this Agreement, County Project Director is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate County in any respect whatsoever.

- 3.1.4 County Project Director shall have the right at all times to inspect any and all Work provided by or on behalf of Contractor.

#### **3.2 County Project Manager**

- 3.2.1 “County Project Manager” for this Agreement shall be the following person:

Robby Ibelle, Lieutenant  
Los Angeles County Sheriff  
Inmate Services Unit  
450 South Bauchet Street  
Los Angeles, California 90012  
Phone: (213) 893-5111  
Fax: (323) 415-3011  
E-Mail: mrabelle@lasd.org

Unless otherwise specifically noted, whenever this Agreement calls for a notice, report, or other delivery to be made by Contractor (or any representative thereof)

to County Project Manager, such notice, report, or other delivery shall be made to County Project Manager in accordance with the notice of information set forth above or in accordance with such other notice information as County may notify Contractor from time to time pursuant to [Subparagraph 3.2.2](#).

3.2.2 County shall notify Contractor of any change in the name or address of the County Project Manager.

3.2.3 The County Project Manager shall be a resource for addressing the technical standards and requirements of this Agreement, shall interface regularly with Contractor and further shall have the duties from time to time give to such person by County.

3.2.4 County Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement nor obligate County in any respect whatsoever.

3.2.5 County Project Manager shall advise County Project Director as to Contractor's performance in areas relating to technical requirements and standards, County policy, information requirements, and procedural requirements.

3.3 Consolidation of Duties County reserves the right to consolidate the duties of County Project Director, which duties are enumerated in [Paragraph 3.1 County Project Director](#), and the duties of County Project Manager, which duties are enumerated in [Paragraph 3.2, County Project Manager](#) into one County position, and to assign all such duties to one individual who will act as County's liaison in all matters relating to this Agreement. County will notify Contractor no later than five (5) days prior to exercising its rights pursuant to this [Paragraph 3.3](#).

3.4 County Personnel. All County personnel assigned to this Agreement shall be under the exclusive supervision of County. Contractor understands and agrees that all such County personnel are assigned only for the convenience of County.

#### **4.0 ADMINISTRATION OF AGREEMENT – CONTRACTOR**

##### **4.1 Contractor Project Director**

4.1.1 "Contractor Project Director" shall be the following person, who shall be a full-time employee of Contractor:

Leon Taft, Director  
The Amer-I-Can Foundation  
1851 Sunset Plaza Drive  
Los Angeles, California 90069  
Ph: 323-841-6553  
Fax: 310-657-4838

- 4.1.2 Contractor Project Director shall be responsible for Contractor's performance of all of the Work and ensuring Contractor's compliance with this Agreement.
- 4.1.3 From the Effective Date through the expiration of the Term, Contractor Project Director shall be available to confer with County Project Director at least monthly, in person or by phone, to review project progress and discuss project coordination.
- 4.2 Contractor Project Manager
- 4.2.1 The "Contractor Project Manager" shall be the following person who shall be a full-time employee of Contractor:
- Kurt Bonner  
The Amer-I-Can Foundation  
1851 Sunset Plaza Drive  
Los Angeles, California 90069  
Phone: (323) 875-6738  
Fax: (323) 933-7634
- 4.2.2 Contractor Project Manager shall be responsible for Contractor's day-to-day activities as related to this Agreement and for reporting to County in the manner set forth in [Paragraph 4.4, Project Status Reports](#).
- 4.2.3 From the Effective Date through the expiration of the Term, Contractor Project Manager shall be available to meet and confer as necessary, but no less frequently than monthly, with County.
- 4.3 Approval of Contractor's Staff
- 4.3.1 County approves the proposed Contractor Project Director and Contractor Project Manager listed in [Subparagraphs 4.1.1 and 4.2.1](#). County Project Director has the right to approve or disapprove any proposed replacement for the Contractor Project Director and the Contractor Project Manager. If Contractor desires to replace, or if County, at its discretion, requires removal of, either the Contractor Project Director or the Contractor Project Manager, Contractor shall provide County with a resume of each such proposed replacement, and an opportunity to interview such person prior to such person performing any Work hereunder. County shall not unreasonably delay its approval of a replacement of Contractor Project Director or Contractor Project Manager.
- 4.3.2 Contractor shall endeavor to assure continuity, during the Term of this Agreement, of Contractor personnel performing key functions under this

Agreement, including instructional and assisting staff collectively, "Contractor Technical Staff," and together with Contractor Project Director and Contractor Project Manager, collectively "Contractor Key Personnel". Notwithstanding the foregoing, County Project Director may require the removal of any Contractor Technical Staff or Contractor Key Personnel.

- 4.3.3 In the event Contractor should desire to remove any Contractor Key Personnel or Technical Staff from performing Work under this Agreement, Contractor shall provide County with notice at least fifteen (15) days in advance, except in circumstances in which such notice is not possible (e.g., a removal for cause or other egregious act), and shall work with County on a mutually agreeable transition plan so as to ensure project continuity.
- 4.3.4 Contractor shall promptly fill any vacancy in Contractor Key Personnel or Contract Technical Staff with individuals having qualifications at least equivalent to those of Contractor Key Personnel and Technical Staff being replaced.
- 4.3.5 All staff employed by and on behalf of Contractor shall be adults who are legally eligible to work under the laws of the United States of America and the State of California. All Contractor Key Personnel and all other members of Contractor's staff who have direct contact with County (either by telephone, electronic or written correspondence, or in person) shall be fully fluent in both spoken and written English.
- 4.3.6 County recognizes that Contractor, in the interest of promoting the program or enhancing the learning experience for students, may on occasion request to utilize special guest speakers in the classroom. Contractor must request and secure written authorization from the Sheriff's Project Manager for any person whom the Contractor wishes to secure entry for the above-stated purpose. Contractor shall, upon request by the Sheriff's Project Manager, provide any and all necessary information or documentation to the Project Manager for the express purpose of evaluating the validity of and need for the special entry into the Sheriff's custody facility.
- 4.3.7 In the event of a dispute between the parties to this Agreement as to the extent of the qualifications and/or security clearances of staff or other persons proposed by Contractor to assist with the program, or the minimum level or background of such staff or other persons, the Contractor shall be consulted and a mutual determination thereof shall be made by both the Sheriff and the Contractor. Notwithstanding this [Paragraph 4.3](#), the Sheriff retains full and final authority to approve or deny entry of any Contractor staff person or other person proposed to assist Contractor throughout the Term of this Agreement.



#### 4.4 Project Status Reports by Contractor

In order to control expenditures and to ensure the reporting of all Work provided by Contractor, Contractor Project Manager shall provide County Project Director and each County Project Manager with written reports ("Project Status Reports") which contain the information required in Sections 9.0 and 10.0, of the Statement of Work, and such other information as County Project Director or County Project Manager may from time to time reasonably request.

### 5.0 **WORK; APPROVAL AND ACCEPTANCE**

#### 5.1 General

Contractor acknowledges that, subject to this Section 5.0, Work; Approval and Acceptance, all Work performed under this Agreement, including pursuant to an executed Change Order or amendment, is payable on a monthly basis in accordance with the terms and conditions of this Agreement, including this Section 5.0, Work; Approval and Acceptance, Section 8.0, Prices and Fees, and Section 10.0, Invoices and Payments.

### 6.0 **CHANGE ORDERS AND AMENDMENTS**

No representative of either County or Contractor, including those named in this Agreement, is authorized to make any changes in any of the terms, obligations, or conditions of this Agreement, except through the procedures set forth in this Section 6.0, Change Orders and Amendments.

#### 6.1 General

County reserves the right to change any portion of the Work required under this Agreement, or amend such other terms and conditions, as may become necessary. Any such revision shall be accomplished in the following manner:

6.1.1 For any change which does not materially affect the scope of Work, period of performance, amount of payments, or any other term or condition included under this Agreement, a Change Order shall be executed by County Project Director, with the concurrence of County Counsel, and Contractor Project Director. To the extent that extensions of time for Contractor performance do not impact either the scope of Work or cost of this Agreement, County Project Director, in County Project Director's discretion, may grant Contractor extensions of time in writing for the Work listed in the Statement of Work or otherwise in this Agreement provided that such extensions shall not extend the Term of this Agreement.

6.1.2 For any change that materially affects the scope of Work, period of performance, amount of payments, or any other term or condition in the body of this Agreement or Exhibit A, Additional Terms and Conditions,



then a negotiated amendment to this Agreement shall be executed by the Board and Contractor.

## 6.2 Audit of Change Order Work.

County is entitled to audit, in accordance with [Section 42.0, Records and Audits](#) of [Exhibit A, Additional Terms and Conditions](#), Contractor's compliance with [Section 6.0, Change Orders and Amendments](#) in respect of Work performed pursuant to a Change Order.

## 7.0 **TERM**

The Term of this Agreement shall commence upon the Effective Date and shall continue through August 20, 2010, unless terminated earlier in whole or in part, as provided in this Agreement (the "Initial Term"). The Los Angeles County Board of Supervisors has the option, at the Board's discretion and upon notice to Contractor no later than thirty (30) days prior to the end of the then-current period of the Term, to extend the term of this Agreement for one additional one (1) year period (the "Option Term"). As used herein, the "Term" shall mean the Initial Term and, if extended, the Option Term, as the case may be. Contractor shall notify the County Project Manager and County Project Director when the Initial Term, or when the Option Term, as the case may be, is within six (6) months from the expiration of the Initial Term, or such Option Term, as the case may be, as provided for in this [Section 7.0, Term](#).

## 8.0 **PRICES AND FEES**

### 8.1 Maximum Contract Sum

The Maximum Annual Contract Sum is THREE HUNDRED THOUSAND DOLLARS (\$300,000) per year. The Maximum Contract Sum for this Agreement is SIX HUNDRED THOUSAND DOLLARS (**\$600,000**) which is the maximum amount payable by County to Contractor for performing all tasks, deliverables, goods, services and any other work required under this Agreement if the Option to extend the Term is exercised. The Contractor shall not be entitled to payment or reimbursement for any tasks, deliverables, goods, services and any other Work, nor for any incidental or administrative expenses whatsoever, incurred in or incidental to performance hereunder, except as specified in this Agreement.

### 8.2 Hourly Rate

The Hourly Rate under this Agreement shall be the monetary amount payable by County to Contractor for each hour, or half-hour (30 minute) increment thereof, of classroom instruction provided to County, and as required under this Agreement for the Term. Any increment of classroom instruction provided by Contractor which is less than 30-minutes shall not be billable. The Hourly Rate for this Agreement hereunder shall in no event, expressly or by implication, and regardless of class size, exceed TWO HUNDRED FIFTY DOLLARS (**\$250.00**),

or ONE HUNDRED TWENTY-FIVE DOLLARS (\$125.00) for each half-hour increment, as the case may be, except as provided for under [Subparagraph 8.3.1](#).

### 8.3 Fixed Fee, Billable Canceled Sessions

The Fixed Fee for billable canceled sessions as defined in [Paragraph 13.2, \(Statement of Work\)](#), under this Agreement shall be the monetary amount payable by County to Contractor for said canceled session. The Fixed Fee for this Agreement hereunder shall in no event, expressly or by implication, and regardless of circumstances for said cancellation, exceed THREE HUNDRED DOLLARS (\$300.00).

#### 8.3.1 Cost of Living Adjustments (COLAs)

The session Hourly Rate defined in [Paragraph 8.2](#) may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the agreement anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Administrative Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employees' salaries, no cost of living adjustments will be granted. COLAs shall implemented by Amendment to the Agreement executed by the Sheriff pursuant to [Section 6.0, \(Change Orders and Amendments\)](#).

### 8.4 Perishable Instructional Materials (PIMS)

Contractor assumes all liability for the purchase of all Perishable Instructional Materials (PIMS). PIMS are defined as student handouts, instructional aides, paper, document reproduction, markers, pens, pencils and related perishable supplies used to perform Work as a result of this Agreement.

PIMS do not include non-perishable items such computers, projectors, video, audio or other equipment, equipment costs, equipment rental, and equipment depreciation. Contractor assumes all liability for equipment purchases and/or equipment rental.

PIMS must be reviewed and approved by the Sheriff's Project Manager in writing *prior* to disbursement to inmates. The County shall not be obligated to pay for the cost of any instructional materials or perishable items.

## **9.0 COUNTY'S OBLIGATION FOR FUTURE FISCAL YEARS**

Notwithstanding any other provision of this Agreement, either expressly or by implication, County shall not be obligated for Contractor's performance hereunder or by any provision of this Agreement during any of County's future fiscal years unless and until the Board appropriates funds for this Agreement in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated and such termination shall be deemed a termination for convenience pursuant to [Exhibit A, Additional Terms and Conditions, Section 6.0, Termination for Convenience](#). County shall endeavor to notify Contractor in writing of any such non-appropriation of funds at the earliest possible date.

## **10.0 INVOICES AND PAYMENTS**

### **10.1 Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of County Project Manager, as evidenced by County Project Director's countersignature, prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval. County's Project Manager shall be responsible for a detailed evaluation of Contractor's performance before approval of Work and/or authorization of payment of invoices. All invoices shall be mailed to the following address:

Los Angeles County Sheriff's Department  
Accounts Payable – Special Funds (IWF)  
4700 Ramona Boulevard, Room 316  
Monterey Park, California 91754

### **10.2 Invoice Content**

Contractor shall invoice County for all Work at the rates set forth in Paragraph 8.0, Prices and Fees, less any amounts assessed in accordance with [Agreement, Section 11.0, Liquidated Damages](#). County shall not pay Contractor for any costs which exceed the Hourly Rate specified above in [Paragraph 8.2](#).

10.2.1 Invoice shall include a brief description of the session topics (Deliverables) and the period of performance for which payment is claimed. The period of performance specified in Contractor's invoice must coincide with the prior completed Program Cycle [billable period]. Each invoice submitted by Contractor shall reference:

- Contractor's Agreement number;
- Period of performance of work being invoiced;
- Number of sessions, session dates, and session hours (or half-hour increments) completed; (attach Schedule)

- Number of students having completed each session;
- Name(s) of person(s) who conducted the sessions;

10.2.2 Include the total amount of the invoice.

### 10.3 No Out-of-Pocket Expenses

County shall not pay Contractor for any overtime premiums, holidays, vacation, or sick leave. Contractor acknowledges that out-of-pocket expenses, including travel, meal, and lodging expenses, are not reimbursable by County. Accordingly, Contractor's invoices shall not include out-of-pocket expenses.

### 10.4 Contractor Responsibility

Contractor shall invoice County for each completed Program Cycle at the conclusion of each Program Cycle, and not later than thirty (30) days after the completion of the billable period. County shall be under no obligation to remit payment for late, lost, or mishandled invoices. Contractor is responsible for the accuracy of invoices submitted to County. Further, it is the responsibility of Contractor to reconcile or otherwise correct inaccuracies or inconsistencies in the invoices submitted by Contractor.

### 10.5 County's Right to Withhold

In addition to any rights of County provided in this Agreement, or at law or in equity, County may, upon notice to Contractor, withhold payment for any Work while Contractor is in default hereunder, or at any time that Contractor has not provided County-approved Work.

## 11.0 LIQUIDATED DAMAGES

11.1 If, in the judgment of the County Project Director, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Project Director, at his option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for Work not performed. Information regarding the Work not performed and the amount to be withheld or deducted from payments to the Contractor from the County will be forwarded to the Contractor by the County Project Director in a written notice describing the reasons for said action.

11.2 If the County Project Director determines that there are deficiencies in the performance of this Agreement that are over a certain time span, the County Project Director will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the County Project Director may:

11.2.1 Deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum; or

- 11.2.2 Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is one hundred dollars (\$100) per day per infraction, or as specified in the [Performance Requirements Summary \(PRS\) Chart, Exhibit D2](#), and that the Contractor shall be liable to the County for liquidated damages in the said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or
- 11.2.3 Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the Work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by County.
- 11.3 The action noted in [Paragraph 11.2](#) shall not be construed as a penalty, but as an adjustment of payment to Contractor to recover the County cost due to the failure of Contractor to complete or comply with the provisions of this Agreement.
- 11.4 [Paragraph 11.2](#) shall not, in any manner, restrict or limit the County's right to damages for any breach of this Agreement provided by law or as specified in the PRS or [Paragraph 11.2](#), and shall not in any manner restrict or limit the County's right to terminate the Agreement as agreed to herein.

## **12.0 NOTICES**

All notices or demands required or permitted to be given or made under this Agreement, unless otherwise specified, shall be in writing and shall be addressed to the parties at the following addresses and delivered: (a) by hand with signed receipt; (b) by first-class registered or certified mail, postage prepaid; (c) by facsimile or electronic mail transmission followed within twenty-four (24) hours by a confirmation copy mailed by first-class registered or certified mail, postage prepaid; or (d) by overnight commercial carrier, with signed receipt. Notice is deemed given at the time of signed receipt in the case of hand delivery, three (3) days after deposit in the United States mail as set forth above, on the date of facsimile or electronic mail transmission if followed by timely confirmation mailing, or on the date of signature receipt by the receiving part of any overnight commercial carrier delivery. Addresses may be changed by either party giving ten (10) days prior notice in accordance with the procedures set forth above, to the other party.

To County: (1) Karen S. Dalton, Director  
Los Angeles County Sheriff  
Correctional Services Division  
450 South Bauchet Street  
Los Angeles, California 90012  
Facsimile: (323) 415-6576

with a copy to: (2) Los Angeles County Sheriff's Department  
Legal Advisory Unit  
4700 Ramona Boulevard, Suite 225  
Monterey Park, CA 91754-2169  
Attention: County Counsel  
Facsimile: (323) 267-6687

To Contractor: Amer-I-Can Foundation  
Attention: Leon Taft, Director  
The Amer-I-Can Foundation  
1851 Sunset Plaza Drive  
Los Angeles, California 90069  
Facsimile: (310) 657-4838

The County Project Director shall have the authority to issue all notices or demands, which are required or permitted by County under this Agreement.

### **13.0 ARM'S LENGTH NEGOTIATIONS**

This Agreement is the product of an arm's length negotiation between Contractor and County. Each party has had at all times the opportunity to receive advice from independent counsel of its own choosing. Accordingly, this Agreement is to be interpreted fairly as between the parties, and not strictly construed as against either party as drafter or creator.

### **14.0 SURVIVAL**

The following [Sections](#) of this Agreement shall survive its expiration or termination for any reason: [1, 2, 8, 10, 11, 12, 13](#), and all the terms and conditions set forth in [Exhibit A, Additional Terms and Conditions](#).

\* \* \* \* \*



**AGREEMENT  
BY AND BETWEEN  
THE COUNTY OF LOS ANGELES  
AND  
THE AMER-I-CAN FOUNDATION**

IN WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and Contractor has caused this Agreement to be subscribed in its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By



Chairman, Board of Supervisors

ATTEST:  
SACHI A. HAMAI  
Executive Officer  
Los Angeles County  
Board of Supervisors



I hereby certify that pursuant to  
Section 25103 of the Government Code,  
delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By

Deputy

By

Deputy

22022

Contractor: THE AMER-I-CAN  
FOUNDATION

Signed:



Printed:

JIM BROWN

Title:

PRESIDENT

APPROVED AS TO FORM:  
ROBERT E. KALUNIAN  
Acting County Counsel

By

Deputy County Counsel



**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

  
SACHI A. HAMAI  
EXECUTIVE OFFICER

# **EXHIBIT A**

## **ADDITIONAL TERMS AND CONDITIONS**

(For all Service Agreements)



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## EXHIBIT A

### ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions are applicable to, and form a part of, the Agreement. Capitalized terms not otherwise defined in this Exhibit A (Additional Terms and Conditions) as used herein (this "Exhibit") have the meanings given to such terms in the base document of the Agreement.

#### **1.0 SUBCONTRACTING**

##### **1.1 General**

County has relied, in entering into the Agreement, on the reputation of and on obtaining the personal performance of Contractor itself. Consequently, no performance of the Agreement, or any portion thereof, shall be subcontracted by Contractor except in accordance with the procedures set forth in this Paragraph 1.0 (Subcontracting). Any attempt by Contractor to subcontract any performance, obligation, or responsibility under the Agreement, except in accordance with the procedures set forth in this Paragraph 1.0 (Subcontracting), shall be null and void and shall constitute a material breach of the Agreement, upon which County may immediately terminate the Agreement.

##### **1.2 Procedure for Subcontracting**

If Contractor desires to subcontract any portion of its performance, obligations, or responsibilities under the Agreement to any subcontractor, Contractor shall adhere to the following procedures.

- 1.2.1 Contractor shall notify the County Project Director of its desire to subcontract a portion of the Work, which notice shall include the reason for the proposed subcontract, and a description of the Work to be performed under the proposed subcontract.
- 1.2.2 The identity of such subcontractor and why such subcontractor was selected.
- 1.2.3 A certificate of insurance from the proposed subcontractor which establishes that the subcontractor maintains all the programs of insurance required by the Agreement.
- 1.2.4 If the proposed Work is to be performed by a subcontractor, then in addition to the foregoing, Contractor shall provide:

- i. A draft copy of the proposed subcontract. The material provisions of any approved subcontract between Contractor and a third party may be changed or amended, as applicable, only with the prior written approval of the County Project Director, which approval shall not be unreasonably withheld; and
- ii. Any other information and/or certifications reasonably requested by County.

The County Project Director will review Contractor's request to subcontract and determine, in his discretion, whether or not to consent to such request on an individual basis. Without limiting in any way County's prior approval rights, Contractor shall deliver to the County Project Director a fully executed copy of each subcontract entered into by Contractor pursuant to this Subparagraph 1.2.4, on or immediately after the effective date of the subcontract but in no event later than the date any Work is performed under the subcontract.

- 1.2.5 Contractor shall obtain an executed subcontractor Employee Acknowledgment and Confidentiality (see Exhibit H2 (Contractor's Non-Employee Acknowledgment and Confidentiality Contract)) for each of subcontractor's employees performing Work under the subcontract. Such Contracts shall be delivered to the County Project Director on or immediately after the effective date of the particular subcontract but in no event later than the date any such employee commences performing Work under the subcontract.

### 1.3 Contractor Responsibilities.

- 1.3.1 Notwithstanding any County consent to any subcontracting, Contractor shall remain responsible for any and all performance required of it under the Agreement, including the obligation properly to supervise, coordinate, and perform, all Work required hereunder, and no subcontract shall bind or purport to bind County. Further, County approval of any subcontract shall not be construed to limit in any way Contractor's performance, obligations, or responsibilities, to County.
- 1.3.2 In the event that County consents to any subcontracting, such consent shall be subject to County's right to reject any and all subcontractor personnel providing services under such subcontract.
- 1.3.3 In the event that County consents to any subcontracting, Contractor shall cause the subcontractor, on behalf of itself, its successors and administrators, to assume and be bound by and shall be deemed to have assumed and agreed to be bound by each and all of the provisions of the Agreement and any executed Change Order or Amendment

hereto as it relates to or affects the Work performed by subcontractor hereunder.

- 1.3.4 Contractor shall be solely liable and responsible for any and all payments and other compensation to all subcontractors and their officers, employees, and agents. County shall have no liability or responsibility whatsoever for any payment or other compensation for any subcontractors or their officers, employees, and agents.

## **2.0 DISPUTE RESOLUTION PROCEDURE**

### **2.1 General**

Contractor and County agree to act immediately to resolve mutually any disputes that may arise with respect to the Agreement. All such disputes shall be subject to the provisions of this Paragraph 2.0 (Dispute Resolution Procedure) (such provisions are collectively referred to as the "Dispute Resolution Procedures"). Time is of the essence in the resolution of disputes.

### **2.2 Continued Work**

Contractor and County agree that, the existence and details of a dispute notwithstanding, both parties shall continue without delay their performance hereunder, except for any performance, other than payment by County for approved Work, which the parties mutually determine should be delayed as a result of such dispute.

- 2.2.1 If Contractor fails to continue without delay its performance hereunder that County, in its discretion, determines should not be delayed as a result of such dispute, then any additional costs which may be incurred by Contractor or County as a result of Contractor's failure to continue to so perform shall be borne by Contractor, and Contractor shall make no claim whatsoever against County for such costs. Contractor shall promptly reimburse County for such County costs, as determined by the County, or County may deduct or offset all such additional costs from any amounts due to Contractor from County.
- 2.2.2 If County fails to continue without delay to perform its responsibilities under the Agreement which County, in its discretion, determines should not be delayed as a result of such dispute, then any additional costs incurred by Contractor or County as a result of County's failure to continue to so perform shall be borne by County, and County shall make no claim whatsoever against Contractor for such costs. County shall promptly reimburse Contractor for all such additional Contractor costs subject to the approval of such costs by County.

## 2.3 Dispute Resolution Procedures

In the event of any dispute between the parties with respect to the Agreement, Contractor and County shall submit the matter as follows:

- 2.3.1 Contractor and County shall first submit the matter to their respective Project Managers for the purpose of endeavoring to resolve such dispute.
- 2.3.2 If the Project Managers are unable to resolve the dispute within a reasonable time, not to exceed five (5) Business Days from the date of submission of the dispute, then the matter immediately shall be submitted to the parties' respective Project Directors for further consideration and discussion to attempt to resolve the dispute.
- 2.3.3 If the Project Directors are unable to resolve the dispute within a reasonable time not to exceed five (5) Business Days from the date of submission of the dispute, then the matter shall be immediately submitted to Contractor's president or chief operating officer and the Sheriff. These persons shall have five (5) Business Days to attempt to resolve the dispute.
- 2.3.4 In the event that at these levels, there is not a resolution of the dispute acceptable to both parties, then each party may assert its other rights and remedies provided under the Agreement and its rights and remedies as provided by law.

## 2.4 Documentation of Dispute Resolution Procedures

All disputes utilizing the Dispute Resolution Procedure shall be documented in writing by each party and shall state the specifics of each alleged dispute and all actions taken. The parties shall act in good faith to resolve all disputes. At all three (3) levels described in Subparagraph 2.3 (Dispute Resolution Procedure), the efforts to resolve a dispute shall be undertaken by conference between the parties' respective representatives, either orally, by face-to-face meeting or by telephone, or in writing by exchange of correspondence.

## 2.5 Not Applicable to County's Right to Terminate

Notwithstanding any other provision of the Agreement, County's right to terminate the Agreement pursuant to Paragraph 4.0 (Termination for Insolvency), Paragraph 5.0 (Termination for Default), Paragraph 6.0 (Termination for Convenience), or Paragraph 7.0 (Termination for Improper Consideration), in each case, of this Exhibit, or any other termination provision under this Agreement, shall not be subject to the Dispute Resolution Procedure. The preceding sentence is intended only as a clarification of County's rights, and shall



not be deemed to impair any claims that Contractor may have against County or Contractor's rights to assert such claims after any such termination or such injunctive relief has been obtained.

### **3.0 CONFIDENTIALITY**

#### **3.1 General**

- 3.1.1 Contractor shall maintain the confidentiality of all records and information, events or circumstances which occur during the course of Contractor's performance under the Agreement, in accordance with all applicable Federal, State, and local laws, rules, regulations, ordinances, guidelines, policies and procedures, and directives relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 3.1.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 3.0, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 3.0 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.
- 3.1.3 Contractor shall inform all of its directors, officers, shareholders, employees, and agents providing services hereunder of the confidentiality provisions of this Agreement. Contractor shall provide to County an executed Contractor's Employee Acknowledgment and Confidentiality Agreement (Exhibit H1 to the Agreement) for each of its employees, and an executed Contractor's Non-Employee Acknowledgment and

Confidentiality Agreement (Exhibit H2 to the Agreement) for each non-employee performing Work under the Agreement. Notwithstanding anything herein to the contrary, Contractor acknowledges and agrees that it is responsible for any breach of the obligations of confidentiality set forth herein by any person, or entity to which Contractor discloses such confidential information.

### 3.2 Disclosure of Information.

- 3.2.1 With respect to any confidential information obtained by Contractor pursuant to the Agreement, Contractor shall: (a) not use any such records or information for any purpose whatsoever other than carrying out the express terms of the Agreement; (b) promptly transmit to County all requests for disclosure of any such records or information; (c) not disclose, except as otherwise specifically permitted by the Agreement, any such records or information to any person or organization other than County without County's prior written authorization that the records are, or information is, releasable; and (d) at the expiration or termination of the Agreement, return all such records and information to County or maintain such records and information according to the written procedures sent to Contractor by County for this purpose.
- 3.2.2 Without limiting the generality of Subparagraph 3.2.1 of this Exhibit, in the event Contractor receives any court or administrative agency order, service of process, or request by any person or entity (other than Contractor's professionals) for disclosure of any such details, Contractor shall immediately notify the County Project Director. Thereafter, Contractor shall comply with such order, process, or request only to the extent required by applicable law. Notwithstanding the preceding sentence, to the extent permitted by law, Contractor shall delay such compliance and cooperate with County to obtain relief from such obligations to disclose until County shall have been given a reasonable opportunity to obtain such relief.

### 3.3 Contractor Information

Any and all confidential or proprietary information which is developed or was originally acquired by Contractor outside the scope of this Agreement, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to the County Project Director as proprietary or confidential, and shall be plainly and prominently marked by Contractor as "proprietary" or "confidential." County shall undertake reasonably to maintain the confidentiality of materials marked by Contractor as "proprietary" or "confidential." Notwithstanding any other provision

of this Agreement, County shall not be obligated in any way under this Agreement for:

- 3.3.1 Any of Contractor's proprietary and/or confidential materials not plainly and prominently marked with restrictive legends;
- 3.3.2 Any disclosure of any materials which County is required to make under the California Public Records Act or otherwise by law; and
- 3.3.3 Any materials indicating the volume, frequency and type of goods and services provided by Contractor, including, but not limited to use under Paragraph 25.0 (Re-solicitation of Bids, Proposals, or Information).

#### 3.4 Use of County Name

In recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publishing its role under the Agreement within the following conditions:

- 3.4.1 Contractor shall develop all publicity material in a professional manner.
- 3.4.2 During the Term, Contractor shall not publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the County Project Director, which shall not be unreasonably withheld or delayed.
- 3.4.3 Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded the Agreement with County, provided that the requirements of this Subparagraph 3.4 (Use of County Name) (other than the requirements set forth in Subparagraph 3.4.2) shall apply.
- 3.4.4 Notwithstanding anything herein to the contrary, County reserves the right to object to any use of County's name and Contractor shall cure promptly and prospectively any use of County's name that has been objected to by County.

#### 3.5 Injunctive Relief

Contractor acknowledges that a breach by Contractor of this Paragraph 3.0 (Confidentiality) may result in irreparable injury to County that may not be adequately compensated by monetary damages and that, in addition to County's other rights under the Agreement and at law and in equity, County shall have the right to injunctive relief to enforce the provisions of this Paragraph 3.0 (Confidentiality).

#### **4.0 TERMINATION FOR INSOLVENCY**

- 4.1 County may terminate the Agreement immediately at any time following the occurrence of any of the following:
- 4.1.1 Contractor has ceased to pay or has admitted in writing its inability to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the United States Bankruptcy Code and whether or not Contractor is insolvent within the meaning of the United States Bankruptcy Code, provided that Contractor shall not be deemed insolvent if it has ceased in the normal course of business to pay debts that Contractor disputes in good faith;
  - 4.1.2 The filing of a voluntary or involuntary petition (which involuntary petition is not dismissed within sixty (60) days) regarding Contractor under the United States Bankruptcy Code;
  - 4.1.3 The appointment of a receiver or trustee for Contractor; or
  - 4.1.4 The execution by Contractor of a general assignment for the benefit of creditors other than in the course of arranging financial lines of credit.
- 4.2 The rights and remedies of County provided in this Paragraph 4.0 (Termination for Insolvency) shall not be exclusive and are in addition to any other rights and remedies provided at law or in equity, or under the Agreement.
- 4.3 Contractor agrees that if Contractor as a debtor-in-possession, or if a trustee in bankruptcy, rejects the Agreement, County may elect to retain its rights under the Agreement, as provided under Section 365(n) of the United States Bankruptcy Code (11 U.S.C. Section 365(n)). Upon written request by County to Contractor or the trustee in bankruptcy, as applicable, Contractor or such trustee shall allow County to exercise all of its rights and benefits under the Agreement. The foregoing shall survive the termination or expiration of the Agreement for any reason whatsoever.

#### **5.0 TERMINATION FOR DEFAULT**

- 5.1 County may, by written notice to Contractor, terminate the whole or any part of this Agreement, if, in the judgment of County's Project Director:
- Contractor has materially breached this Agreement; or
  - Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or

- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.
- 5.2 In the event that County terminates this Agreement in whole or in part as provided in Subparagraph 5.1, County may procure, upon such terms and in such manner as County may deem appropriate, goods and services similar to those so terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Subparagraph.
- 5.3 If, after County has given notice of termination under the provisions of this Paragraph 5.0, it is determined by County that Contractor was not in default under the provisions of this Paragraph 5.0, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 6.0 (Termination for Convenience).
- 5.4 The rights and remedies of County provided in this Paragraph 5.0 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

## **6.0 TERMINATION FOR CONVENIENCE**

### **6.1 Termination for Convenience.**

The Agreement may be terminated, in whole or in part from time to time, by County in its sole discretion for any reason. Termination of Work hereunder shall be effected by delivery to Contractor of a notice of termination specifying the extent to which performance of Work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than thirty (30) days after notice.

### **6.2 No Prejudice; Sole Remedy**

Nothing in this Paragraph 6.0 (Termination for Convenience) is deemed to prejudice any right of Contractor to make a claim against the County in accordance with this Agreement and applicable law and County procedures for payment for Work through the effective date of termination. Contractor, however, acknowledges that the rights and remedies set forth in this Subparagraph 6.2 shall be the only remedy available to Contractor in the event of a termination or suspension pursuant to this Paragraph 6.0 (Termination for Convenience) by County.

## **7.0 TERMINATION FOR IMPROPER CONSIDERATION**

- 7.1 County may, upon written notice to Contractor, immediately terminate the right of Contractor to proceed under the Agreement if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to Contractor's performance pursuant to the Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.
- 7.2 Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- 7.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

## **8.0 INTENTIONALLY DELETED**

## **9.0 EFFECT OF TERMINATION**

### **9.1 Remedies**

In the event that County terminates the Agreement in whole or in part as provided in Paragraph 4.0 (Termination for Insolvency), Paragraph 5.0 (Termination for Default), Paragraph 6.0 (Termination for Convenience), Paragraph 7.0 (Termination for Improper Consideration), in each case, of this Exhibit, then:

- 9.1.1 Contractor shall (a) stop performing Work under the Agreement on the date and to the extent specified in such notice, (b) promptly transfer and deliver to County copies of all completed Work and Work that is in process, in a media reasonably requested by County, (c) promptly transfer and deliver all items previously paid for by County, and (d) complete performance of such part of the Work as shall not have been terminated by such notice;
- 9.1.2 Unless County has terminated the Agreement pursuant to Paragraph 6.0 (Termination for Convenience) of this Exhibit, County shall have the right to procure, upon such terms and in such a manner as County may determine appropriate, goods, services, and other Work, similar and competitive to those so terminated, and Contractor shall be liable to County for, and shall promptly pay to County by cash payment, any and

all excess costs reasonably incurred by County, as determined by County, to procure and furnish such similar goods, services, and other Work;

- 9.1.3 Contractor shall promptly return to County any and all of County's confidential information that relates to that portion of the Agreement or Work terminated by County;
- 9.1.4 Contractor shall tender promptly payment to County, and shall continue to tender payment for the duration of any liquidated damages levied pursuant to Paragraph 11.0 (Liquidated Damages), of the body of the Agreement, to the extent applicable; and
- 9.1.5 Contractor and County shall continue the performance of the Agreement to the extent not otherwise terminated.

## 9.2 Transition Services

Contractor agrees that in the event of any termination of the Agreement, as a result of the breach hereof by either party, or for any other reason, including expiration, Contractor shall fully cooperate with County in the transition by County to a new contractor, toward the end that there be no interruption of the County's day to day operations due to the unavailability of the Work during such transition. Contractor agrees that if County terminates the Agreement pursuant to Paragraph 6.0 (Termination for Convenience) of this Exhibit or Subparagraph 5.2 (Deemed Termination for Convenience) of this Exhibit, Contractor shall perform transition services, and shall invoice County for such transition services determined in accordance with the rates specified in Exhibit C (Price Sheet) of the Agreement, and the agreed upon maximum amount in accordance with a transition plan to be agreed upon, in advance, by the County Project Director and the Contractor Project Director. Contractor further agrees that in the event that County terminates the Agreement for any other breach by Contractor, Contractor shall perform transition services at no cost to County. In connection with the provision of any transition services pursuant to this Subparagraph 9.2 (Transition Services), Contractor shall provide to the County Project Director, upon request by the County Project Director, documentation that reasonably details the source and amount of the expenses Contractor purports to have incurred in the provision of such transition services.

## 9.3 Remedies Not Exclusive

The rights and remedies of County set forth in this Paragraph 9.0 (Effect of Termination) are not exclusive of any other rights and remedies available to County at law or in equity, or under the Agreement.

## **10.0 WARRANTY AGAINST CONTINGENT FEES**

- 10.1 Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.
- 10.2 For breach of this warranty, County shall have the right to terminate the Agreement and, in its discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## **11.0 AUTHORIZATION WARRANTY**

Contractor and the person executing the Agreement on behalf of Contractor hereby represent and warrant that the person executing the Agreement for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of the Agreement and that all requirements of Contractor have been fulfilled to provide such actual authority.

## **12.0 FURTHER WARRANTIES**

In addition to the warranties elsewhere in this Agreement, Contractor represents, warrants and further covenants and agrees to the following:

- 12.1 Contractor shall, in the performance of all Work, strictly comply with the descriptions and representations (including accuracy, completeness, standards, and requirements) as set forth in this Agreement, including the Statement of Work.
- 12.2 All Work shall be performed in a timely and professional manner by qualified personnel.
- 12.3 Contractor and each of its personnel performing Work hereunder have all permits, licenses, and certifications necessary to perform Contractor's obligations under the Agreement.

## **13.0 INDEMNIFICATION AND INSURANCE**

### **13.1 Indemnification**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising



from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Agreement.

### 13.2 General Provisions for All Insurance Coverage

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 13.2 and 13.3 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Agreement. County in no way warrants that the Required Insurance is sufficient to protect Contractor for liabilities which may arise from or relate to this Agreement.

#### 13.2.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or subcontractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither County's failure to obtain, nor County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by

Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

- Certificates and copies of any required endorsements shall be sent to:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attention: Manager, Contract Monitoring

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### 13.2.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to Contractor or to County. The full policy limits and scope of protection also shall apply to County and its Agents as an additional insured, even if they exceed County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### 13.2.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

#### 13.2.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

#### 13.2.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

#### 13.2.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

#### 13.2.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

#### 13.2.8 Subcontractor Insurance Coverage Requirements

Contractor shall include all subcontractors as insureds under Contractor's own policies, or shall provide County with each subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each subcontractor complies with the Required Insurance provisions herein, and shall require that each subcontractor name the County and Contractor as additional insureds on the subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

#### 13.2.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate County to pay any portion of any Contractor deductible or SIR. County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

#### 13.2.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

#### 13.2.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

#### 13.2.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### 13.2.13 Alternative Risk Financing Programs

County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. County and its Agents shall be designated as an Additional Covered Party under any approved program.

#### 13.2.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

### 13.3 Insurance Coverage

13.3.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

13.3.2 **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

13.3.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

## 14.0 INTELLECTUAL PROPERTY INDEMNIFICATION

### 14.1 Indemnification Obligation

Contractor shall indemnify, hold harmless and defend County Indemnitees from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees and attorney's fees, as such are incurred, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure or misappropriation, arising from or related to the Services or other work licensed or acquired hereunder or the operation and utilization of Contractor's work under this Agreement (collectively in this Paragraph 14.0

"Infringement Claim(s)"). Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 14.0 shall be conducted by Contractor and performed by counsel selected by Contractor and approved in writing by County (which approval shall not be unreasonably withheld). Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as required by law or this Agreement, County shall be entitled to reimbursement for all such costs and expenses.

#### 14.2 Procedures

County shall notify Contractor, in writing, as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure. Upon such notice, Contractor shall, at no cost to County, as remedial measures, either: (i) procure the right, by license or otherwise, for County to continue to use the Services or other work licensed or acquired hereunder, to the same extent of County's license or ownership rights under this Agreement; or (ii) to the extent Contractor is unable to procure such right, replace or modify the Services or acquired hereunder with Services of at least equivalent quality, in County's determination, until it is determined by County that the Services or other work licensed or acquired hereunder become non-infringing, non-misappropriating and non-disclosing.

#### 14.3 Remedial Acts

If Contractor fails to complete the remedial measures in Subparagraph 14.2 above within forty-five (45) days of the date of the written notice from County or County has not approved in writing (such approval not to be unreasonably withheld) Contractor's plan of completing such remediation, then, County shall have the right to take such remedial acts as County determines to be reasonable to mitigate any impairment of its receipt of Services from Contractor, or damages or other costs or expenses (in this Paragraph 14.3, "County's Remedial Acts"). Contractor shall indemnify County under Subparagraph **[13.1]** – Indemnification for all amounts paid and all direct and indirect costs associated with County's Remedial Acts. Failure by Contractor to pay such amounts within ten (10) days of invoice by County shall, in addition to, and cumulative to all other remedies, entitle County to immediately withhold payments due to Contractor under this Agreement up to the total of the amounts paid in connection with County's Remedial Acts.

### 15.0 BUDGET REDUCTIONS

In the event that the Board adopts, in any fiscal year, a County budget which provides for reductions in the salaries and benefits paid to the majority of County employees and

imposes similar reductions with respect to County contracts, County reserves the right to reduce its payment obligation correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by Contractor under this Agreement shall also be reduced correspondingly. County's notice to Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentences, Contractor shall continue to provide all of the services set forth in this Agreement.

## **16.0 FORCE MAJEURE**

Except with respect to defaults of any subcontractors, Contractor shall not be liable for any such excess costs, if its failure to perform the Agreement arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by Contractor or any of Contractor's subcontractors), freight embargoes, or other similar acts to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both Contractor and subcontractor, and without any fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. Contractor agrees to use commercially reasonable best efforts to obtain such goods or services from other sources, and to mitigate the damages and reduce the delay caused by any of the above mentioned *force majeure* events. As used in this Paragraph 16.0 (Force Majeure), the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

## **17.0 CONTRACTOR RESPONSIBILITY AND DEBARMENT**

- 17.1 A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Agreement. It is the County's policy to conduct business only with responsible Contractors.
- 17.2 Contractor is hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, if County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, County may, in addition to other remedies provided in the Agreement, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which will not exceed five (5) years, but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts Contractor may have with County.

- 17.3 County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (a) violated a term of a contract, including this Agreement, with County or a nonprofit corporation created by County, (b) committed an act or omission which negatively reflects on Contractor's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (c) committed an act or offense which indicated a lack of business integrity or business honesty, or (d) made or submitted a false claim against County or any other public entity.
- 17.4 If there is evidence that Contractor may be subject to debarment, the Sheriff's Department will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 17.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and the Sheriff's Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
- 17.6 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 17.7 If a Contractor has been debarred for a period longer than five (5) years, that Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
- 17.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction



of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

17.9 These terms shall also apply to subcontractors of County Contractors.

17.10 A listing of Contractors that are currently on the Debarment List for Los Angeles County may be found at the following website:

<http://camispnc.co.la.ca.us/contractsdatabase/reports/SpecializedReports.asp>

## **18.0 COMPLIANCE WITH APPLICABLE LAW**

18.1 In the performance of this Agreement, Contractor's shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies and procedures, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.

18.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 18.0 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be

entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

## **19.0 FAIR LABOR STANDARDS**

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend, and hold harmless County, its officers, employees and agents from any and all liability, including damages, losses, wages, overtime pay, liquidated damages, penalties, court costs, fees and other expenses (including attorneys' fees) arising under any wage and hour law, including the Federal Fair Labor Standards Act for Work performed by Contractor's employees.

## **20.0 NONDISCRIMINATION, AFFIRMATIVE ACTION, AND ASSURANCES**

Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally as required by applicable laws and regulations without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

- 20.1 Contractor shall certify to, and comply with, the provisions of Contractor's EEO certification, attached hereto as Exhibit E, Contractor's EEO Certification.
- 20.2 Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 20.3 Contractor certifies and agrees that it will deal with its bidders, or vendors as required by applicable laws and regulations without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap.
- 20.4 Contractor certifies and agrees that it, its affiliates, subsidiaries or holding companies, shall comply with all applicable Federal and State laws and regulations, including:

20.4.1 Title VII, Civil Rights Act of 1964;

20.4.2 Section 504, Rehabilitation Act of 1973;

20.4.3 Age Discrimination Act of 1975;

20.4.4 Title IX, Education Amendments of 1973, as applicable; and

20.4.5 Title 43, part 17, Code of Federal Regulations, subparts a & b;

And that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, or physical or mental handicap, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Agreement, or under any project, program, or activity supported by the Agreement.

20.5 Contractor shall, with reasonable notice and during regular business hours, allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 20.0 (Nondiscrimination, Affirmative Action, and Assurances) when so requested by County; provided that County's access to such employment records of Contractor shall be limited to access that does not constitute an unlawful invasion of the privacy rights of any such employee. If County finds that any of the provisions of this Paragraph 20.0 (Nondiscrimination, Affirmative Action, and Assurances) have been violated, such violation shall, at the election of County, constitute a material breach of the Agreement upon which County may immediately terminate the Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of the Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated State or Federal anti-discrimination laws or regulations such determination shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of the Agreement. All determinations of violations made pursuant to this Subparagraph 20.5 shall be appealable by Contractor in accordance with applicable laws and regulations, and separately pursuant to the Dispute Resolution Procedures.

20.6 The parties agree that if Contractor violates the anti-discrimination provisions of the Agreement, County shall, at its option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating the Agreement.

## **21.0 NONDISCRIMINATION IN SERVICES**

Contractor shall not discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age, or physical or mental handicap, in accordance with all applicable requirements of Federal and State law. For the purpose of this Paragraph 21.0 (Nondiscrimination in Services), discrimination in the provision of

services may include the following: (a) denying any person any service or benefit or the availability of the facility, (b) providing any service or benefit to any person which is not equivalent or is not provided in an equivalent manner or at an equivalent time to that provided to others, (c) subjecting any person to segregation or separate treatment in any manner related to the receipt of any service, (d) restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit, and (e) treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit.

## **22.0 EMPLOYMENT ELIGIBILITY VERIFICATION**

- 22.1 Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing Work under the Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all employees performing Work hereunder, all verification and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for the period prescribed by law.
- 22.2 Contractor shall indemnify, defend, and hold harmless County Indemnitees pursuant to Paragraph 13.1 (Indemnification) of this Exhibit from and against any and all liability (alleged or actual), including damages, losses, fees, costs, and expenses (including defense costs and legal, accounting and other expert witness, consulting or professional fees) arising out of or in connection with any employer sanctions and any other liability which may be assessed against Contractor or County in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing Work hereunder.

## **23.0 HIRING OF EMPLOYEES**

Contractor and County agree that, during the Term and for a period of one (1) year thereafter, except with the prior written consent of the other party, neither party shall in any way intentionally induce or solicit any Project Director, Project Manager or other employee, of one party to become an employee or agent of the other party. Notwithstanding the foregoing, County shall be entitled to make offers of employment to employees of Contractor necessary or desirable to perform Work described in the Agreement, in the event that: (a) County has the right to terminate the Agreement pursuant to Paragraph 4.0 (Termination for Insolvency) of this Exhibit, (b) the Agreement is terminated by County due to Contractor's default pursuant to Paragraph 5.0 (Termination for Default) of this Exhibit, (c) without resolution acceptable to both parties, Contractor and County have followed the Dispute Resolution Procedures, or (d)

Contractor either announces the withdrawal of support of, or otherwise no longer provides services County deems essential to, the ongoing support of the Work as applicable.

#### **24.0 CONFLICT OF INTEREST**

- 24.1 No County employee whose position with County enables such employee to influence the award of the Agreement or any competing agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in the Agreement. No officer or employee of Contractor, who may financially benefit from the performance of Work hereunder, shall in any way participate in County's approval, or ongoing evaluation, of such Work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such Work.
- 24.2 Contractor shall comply with all conflict of interest laws, ordinances and regulations now in effect or hereafter to be enacted during the Term of this Agreement. Contractor warrants that it is not now aware of any facts that do or could create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph 24.0 shall be a material breach of this Agreement.

#### **25.0 RESOLICITATION OF BIDS, PROPOSALS, OR INFORMATION**

- 25.1 Contractor acknowledges that, prior to the expiration or earlier termination of the Agreement, County, in its discretion, may exercise its right to invite bids, request information, or request proposals for the continued provision of the goods and services delivered or contemplated under the Agreement. County shall make the determination to re-solicit bids, request information, or request proposals in accordance with applicable County policies.
- 25.2 Contractor acknowledges that County, in its discretion, may enter into a contract for the future provision of goods and services, based upon the bids, information, or proposals received, with a provider or providers other than Contractor. Further, Contractor acknowledges that it obtains no greater right to be selected through any future invitation for bids, request for information, or request for proposals by virtue of its present status as Contractor.

#### **26.0 TERMINATION FOR NON-ADHERENCE TO COUNTY LOBBYIST ORDINANCE**

Contractor and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010 retained by Contractor, shall fully comply with the

County lobbyist ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County lobbyist or County lobbying firm retained by Contractor to fully comply with County Lobbyist Ordinance shall constitute a material breach of the Agreement upon which County may immediately terminate or suspend the Agreement.

#### **27.0 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

Should Contractor require additional or replacement personnel after the Effective Date of this Agreement, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services' Greater Avenues for Independence (in this Paragraph, "GAIN") or General Relief Opportunity for Work (in this Paragraph, "GROW") programs who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN participants by job category to Contractor. In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first opportunity.

#### **28.0 STAFF PERFORMANCE WHILE UNDER THE INFLUENCE**

Subject to all applicable laws and regulations, Contractor shall use reasonable efforts to ensure that no employee will perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic, or other substance, which might reasonably, or have been observed to, impair such person's physical or mental performance.

#### **29.0 CONTRACTOR PERFORMANCE DURING CIVIL UNREST**

Contractor recognizes that County provides services essential to the residents of the communities it serves, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster or similar event. Notwithstanding any other provision of this Exhibit or the Agreement, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible without related danger to Contractor's employees or suppliers. During any such event in which the health or safety of any of Contractor's staff members would be endangered by performing their services on-site, such staff members may perform any or all of their services remotely. Failure to comply with this requirement shall be considered a material breach of this Agreement by Contractor, for which County may immediately terminate this Agreement.

#### **30.0 CONTRACTOR'S ACKNOWLEDGMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT**

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's

“L. A.’s Most Wanted: Delinquent Parents” poster in a prominent position at Contractor’s place of business. County’s Child Support Services Department (CSSD) will supply Contractor with the poster to be used.

The CSSD will maintain and periodically update the “L.A.’s Most Wanted: Delinquent Parents” list on the Internet. The list may be televised before and after Board meetings.

**31.0 CONTRACTOR’S WARRANTY OF ADHERENCE TO COUNTY’S CHILD SUPPORT COMPLIANCE PROGRAM**

31.1 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through County contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

31.2 As required by County’s Child Support Compliance Program (Los Angeles County Code chapter 2.200) and without limiting Contractor’s duty under the Agreement to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the Term of this Agreement maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 U.S.C. Section 653a) and California Unemployment Insurance Code Section 1088.55, and shall implement all lawfully served Wage and Earnings Withholding Orders or County’s CSSD Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to California Code of Civil Procedure Section 706.031 and California Family Code Section 5246(b).

31.3 Failure of Contractor to maintain compliance with the requirements set forth in this Paragraph 31.0 (Contractor’s Warranty of Adherence to County’s Child Support Compliance Program) shall constitute a default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within ninety (90) days of written notice shall be grounds upon which County may terminate this Agreement pursuant to Paragraph 5.0 (Termination for Default) and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

**32.0 RECYCLED-CONTENT PAPER**

Consistent with the Board’s policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible in Contractor’s provision of Work pursuant to the Agreement.

**33.0 COMPLIANCE WITH JURY SERVICE PROGRAM**

33.1 Jury Service Program

This Agreement is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit J, and incorporated by reference into and made a part of this Agreement.

33.2 Written Employee Jury Service Policy.

33.2.1 Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the Los Angeles County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the Los Angeles County Code), Contractor shall have and adhere to a written policy that provides that its employees shall receive from Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the employees' regular pay the fees received for jury service.

33.2.2 For purposes of this Paragraph 33.0 (Compliance with Jury Service Program), "Contractor" means a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: (a) the lesser number is a recognized industry standard as determined by County, or (b) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for County under the Agreement, the subcontractor shall also be subject to the provisions of this Paragraph 33.0 (Compliance with Jury Service Program). The provisions of this Paragraph 33.0 (Compliance with Jury Service Program) shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

33.2.3 If Contractor is not required to comply with the Jury Service Program when the Agreement commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's



definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during the Term and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" or that Contractor continues to qualify for an exception to the Jury Service Program.

- 33.2.4 Contractor's violation of this Paragraph 33.0 (Compliance with Jury Service Program) of this Exhibit may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

#### **34.0 BACKGROUND AND SECURITY INVESTIGATIONS**

At any time prior to or during the Term of this Agreement, County may require that all Contractor staff, subcontractors and agents of Contractor performing Work under this Agreement undergo and pass, to the satisfaction of County, a background investigation as a condition of beginning and continuing Work under this Agreement. County shall use its discretion in determining the method of background investigation to be used, up to and including a County-performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the expense of Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.

#### **35.0 ACCESS TO COUNTY FACILITIES**

Contractor, its employees, and agents will be granted access to County facilities, subject to Contractor's prior notification to and approval by the County Project Director, for the purpose of executing Contractor's obligations hereunder. Contractor shall have no tenancy, or any other property or other rights in County facilities. While present at County facilities, Contractor's personnel shall be accompanied by County personnel at all times, unless this requirement is waived in writing prior to such event by the County Project Director.

#### **36.0 COUNTY FACILITY OFFICE SPACE**

In order for Contractor to perform services hereunder and only for the performance of such services, County may elect, subject to County's standard administrative and security requirements, to provide Contractor with office space and equipment, as determined at the discretion of the County Project Director, at County facilities, on a non-exclusive use basis. County shall also provide Contractor with reasonable telephone service and network connections in such office space for use only for

purposes of the Agreement. County disclaims any and all responsibility for the loss, theft or damage of any property or material left at such County office space by Contractor.

### **37.0 DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS**

- 37.1 Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings or grounds caused by Contractor or employees or agents of Contractor. Such repairs shall be made promptly after Contractor has become aware of such damage, but in no event later than thirty (30) calendar days after the occurrence.
- 37.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand, or without limitation of all County's other rights and remedies provided at law or equity, or under the Agreement, County may deduct such costs from any amounts due to Contractor from County under the Agreement.

### **38.0 PHYSICAL ALTERATIONS**

Contractor shall not in any way physically alter or improve any County facility without the prior written approval of the County Project Director, and County's Director of Internal Services Department, in their discretion.

### **39.0 FEDERAL EARNED INCOME TAX CREDIT**

Contractor shall notify its employees, and each subcontractor employee, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015. Copies of the Notice can be obtained by calling 1-800-829-3676 or from the IRS website at [www.irs.gov](http://www.irs.gov).

### **40.0 ASSIGNMENT BY CONTRACTOR**

- 40.1 Contractor shall not assign its rights or delegate its duties under the Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Paragraph 40.1, County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties, and which may be executed by the Sheriff, on behalf of the County with the written concurrence of County Counsel. Any payments by County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at County's discretion, against claims which Contractor may have against County.

- 40.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person, corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with [Paragraph 40.1](#) of this [Exhibit](#).
- 40.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of the Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

#### **41.0 INDEPENDENT CONTRACTOR STATUS**

- 41.1 The Agreement is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever. Contractor shall function as, and in all respects is, an independent Contractor.
- 41.2 Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing Work pursuant to this Agreement all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
- 41.3 Contractor understands and agrees that all persons performing Work pursuant to the Agreement are, for purposes of workers' compensation liability, the sole employees of Contractor and not employees of County. County shall have no obligation to furnish, or liability for, workers' compensation benefits to any person as a result of any injuries arising from or connected with any Work performed by or on behalf of Contractor pursuant to the Agreement.
- 41.4 Contractor shall adhere to the provisions stated in Paragraph 3.0, Confidentiality.

## **42.0 RECORDS AND AUDITS**

- 42.1 Contractor shall maintain accurate and complete financial records of its activities and operations relating to the Agreement, including any termination hereof, in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of the Agreement. Contractor agrees that County, or its authorized representatives, shall, with reasonable notice and during regular business hours, have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records of Contractor relating to the Agreement. Should the examination and audit be performed by a non-County entity or should a non-County entity be requested by County to review information received pursuant to an audit or examination under this Paragraph 42.0 (Records and Audits), Contractor may require the non-County examiner or auditor, as the case may be, to execute a nondisclosure contract prior to any disclosure. The nondisclosure Agreement shall limit the non-County entity's use of information received or reviewed in connection with the examination and audit to work performed specifically for the benefit of County. All such material, including all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, shall be kept and maintained by Contractor and shall be made available to County during the Term of this Agreement and for a period of five (5) years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then at Contractor's option, Contractor shall either (a) provide County with access to such material at a mutually agreed upon location inside Los Angeles County, or (b) pay County for travel, per diem, and other costs and expenses incurred by County to examine, audit, excerpt, copy or transcribe such material at such outside location.
- 42.2 If an audit is conducted of Contractor specifically regarding the Agreement by any Federal or State auditor, or by an auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor Controller and the County Project Director within thirty (30) days of Contractor's receipt thereof, unless otherwise provided by applicable federal or state law or under the Agreement.
- 42.3 If, at any time during or after the Term, representatives of County conduct an audit of Contractor, as and to the extent permitted hereunder, regarding the Work performed under the Agreement, the results of such audit, including any final determination in respect of an underpayment or overpayment, if any by County under the Agreement, shall be provided in writing to Contractor. Contractor shall have thirty (30) days to review the findings contained in such audit and notify County of any objection to the same. Such notice must include, in reasonable

detail, the basis for Contractor's objection and any supporting documentation and analysis for Contractor's objection. If the parties cannot agree, within fifteen (15) days of receipt of Contractor's objection to the findings contained in County's audit, on the amount of underpayment or overpayment, if any, by County to Contractor hereunder, then either party may submit such matter to the Dispute Resolution Procedure, provided such matter shall be submitted initially, directly to the County Project Director and the Contractor Project Director. If Contractor fails to notify County of any objection it has to the findings of County's audit within the thirty (30) day period set forth above, Contractor waives any right to object to the findings of such audit, including any determination of overpayment by County. If such audit, whether initially following a waiver by Contractor of its right of objection or upon final determination pursuant to the Dispute Resolution Procedure, finds that County's dollar liability for any such Work is less than payments made by County to Contractor, then the difference, together with County's reasonable costs of audit, shall be either repaid by Contractor to County by cash payment upon demand or, at the discretion of the County Project Director, deducted from any amounts due to Contractor from County. If such audit finds that County's dollar liability for such Work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County, but in no event shall County's payments to Contractor exceed the Maximum Contract Sum.

- 42.4 Failure on the part of Contractor to comply with any of the provisions of this Paragraph 42.0 shall constitute a material breach upon which County may terminate or suspend this Agreement.

#### **43.0 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATION, AND CERTIFICATES**

Contractor shall obtain and maintain in effect during the Term all licenses, permits, registrations, accreditation, and certificates required by all Federal, State, and local laws, ordinances, rules, and regulations, which are applicable to Contractor's services under the Agreement. Contractor shall further ensure that all of its officers, employees, and agents who perform services hereunder, shall obtain and maintain in effect during the Term of this Agreement all licenses, permits, registrations, accreditation, and certificates which are applicable to their performance hereunder. If and to the extent requested by County, Contractor shall provide copy of each such license, permit, registration, accreditation, and certificate, in duplicate, to Mona Whittouck, Manager, Sheriff's Department Contracts Administration, 4700 Ramona Boulevard, Monterey Park, CA 91754-2169.

#### **44.0 NO THIRD PARTY BENEFICIARIES**

Notwithstanding any other provision of the Agreement, Contractor and County do not in any way intend that any person or entity shall acquire any rights as a third party beneficiary of the Agreement, except that this Paragraph 44.0 (No Third Party

Beneficiaries) shall not be construed to diminish Contractor's indemnification obligations hereunder.

**45.0 MOST FAVORED PUBLIC ENTITY**

If Contractor's prices decline, or should Contractor, at any time during the Term of this Agreement, provide the same goods and/or substantially similar services under similar quantity, delivery, and other applicable terms and conditions to the State of California or any county, municipality, public agency, or district within California at prices below those set forth in the Agreement, then such lower prices shall be extended immediately to County.

**46.0 COUNTY'S QUALITY ASSURANCE PLAN**

County or its agent will evaluate Contractor's performance under the Agreement on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with the terms and conditions and performance standards of the Agreement. Contractor deficiencies which County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board. The report will include improvement and corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate the Agreement or impose other penalties as specified in Exhibit D1 (Performance Requirements Summary (PRS)).

**47.0 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

**48.0 CONTRACTOR TO NOTIFY COUNTY WHEN IT HAS REACHED 75% OF MAXIMUM CONTRACT SUM (UNDER CONTRACT SUM PROVISION)**

Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the Maximum Contract Sum. Upon occurrence of this event, Contractor shall send written notification to the County Project Director and the County Project Manager.

**49.0 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION OR TERMINATION OF AGREEMENT**

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor under

the Agreement, after the expiration or other termination of this Agreement. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration or termination of this Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

## **50.0 SAFELY SURRENDERED BABY LAW**

### **50.1 Notice to Employees**

Contractor shall notify and provide to its employees residing in or working in the State of California, and shall notify and provide to employees of all subcontractors, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit K (Safely Surrendered Baby Law) of this Agreement and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **50.2 Contractor's Acknowledgement of County's Commitment to the Safely Surrendered Baby Law**

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

## **51.0 PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Contractor and County agree that, during the term of this Agreement and for a period of one (1) year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

## **52.0 PUBLIC RECORDS ACT**

52.1 Any documents submitted by Contractor, all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records, pursuant to Paragraph 38.0 (Records and Audits) of this Exhibit; as well as those documents which were required to be submitted in response to the Invitation for Bids (IFB) used in the solicitation process for this

Agreement, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "Trade Secret," "Confidential," or "Proprietary." County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 52.2 In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a bid/proposal marked "Trade Secret," "Confidential," or "Proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **53.0 TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM**

This Agreement is subject to the provisions of the County's ordinance entitled Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunity vendor.

If Contractor has obtained County certification as a Transitional Job Opportunity vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the contract; and



3. Be subjected to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

#### **54.0 WAIVER**

No waiver by County of any breach of any provision of the Agreement shall constitute a waiver of any other breach or of such provision. Failure of County to enforce at any time, or from time to time, any provision of the Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in the Agreement shall not be exclusive and are in addition to any other rights and remedies provided at law or in equity, or under the Agreement.

#### **55.0 GOVERNING LAW, JURISDICTION, AND VENUE**

The Agreement shall be governed by, and construed in accordance with, the substantive and procedural laws of the State of California applicable to contracts made and to be performed within that state. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California (except with respect to claims that are subject to exclusive Federal subject matter jurisdiction, as to which Contractor agrees and consents to the exclusive jurisdiction of the United States District Court of the Central District of California) for all purposes regarding the Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the Central District of the Superior Court for the County of Los Angeles, California.

#### **56.0 SEVERABILITY**

If any provision of the Agreement is adjudged void or invalid for any reason whatsoever, but would be valid if part of the wording thereof were deleted or changed, then such provision shall apply with such modifications as may be necessary to make it valid and effective. In the event that one or more of the provisions of the Agreement is found to be invalid, illegal or unenforceable in any respect, such provision shall be deleted here from and the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless the Agreement fails of its essential purpose because of such deletion.

#### **57.0 RIGHTS AND REMEDIES**

The rights and remedies of County provided in any given Paragraph, as well as throughout the Agreement, including throughout this Exhibit, are non-exclusive and

cumulative with any and all other rights and remedies under this Agreement, at law, or in equity.

#### **58.0 NON EXCLUSIVITY**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict County or the Department from acquiring similar, equal or like goods and/or services from other entities or sources.

#### **59.0 FACSIMILE**

Except for the parties initial signatures to the Agreement, which must be provided in "original" form, and not by facsimile, County and Contractor hereby agree to regard facsimile representations of original signatures of authorized officials of each party, when appearing in appropriate places on change notices or in other correspondence, notices, etc. requiring signatures, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed thereto, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

#### **60.0 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM**

- 60.1 This Agreement is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- 60.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- 60.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- 60.4 If Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
  - 1. Pay to County any difference between the contract amount and what County's costs would have been if the contract had been properly awarded;

2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the state and OAAC of this information prior to responding to a solicitation or accepting a contract award.

#### **61.0 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PROMPT PAYMENT PROGRAM**

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

#### **62.0 TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Agreement, County shall not be obligated for Contractor's performance hereunder or by any provision of this Agreement during any of County's future fiscal years unless and until County's Board of Supervisors appropriates funds for this Agreement in County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. County shall notify Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **63.0 CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE**

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the certification in Exhibit F, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

\* \* \* \* \*

## STATEMENT OF WORK

### DISTURBANCE MEDIATION TRAINING SERVICES

#### 1.0 INTRODUCTION

The Los Angeles County Sheriff's Department has custodial facilities located throughout Los Angeles County. On average, the Sheriff's Department houses 18,300 male inmates on a daily basis, 4,200 of whom are housed at the North County Correctional Facility alone. The average length of stay for inmates in the County jail system is 45 days. Approximately 150,000 male inmates enter and leave the correctional system on an annual basis. During incarceration, educational classes, alcohol and drug prevention programs, life skills programs and other services are offered to provide inmates an opportunity to rehabilitate and/or gain awareness towards living a better life.

#### 2.0 SCOPE OF SERVICES

Under this Agreement, training classes shall be administered in a classroom setting to adult male inmates housed primarily at the Sheriff's North County Correctional Facility (NCCF), 29340 The Old Road, Castaic, 91384, or any other County jail facility, at the discretion of the Sheriff.

The goal of the Contractor shall be to assist the Sheriff's Department in reducing racial and gang-motivated jail violence.

Contractor shall structure the Program to demonstrate to the Sheriff's Department that inmates attending such classes will be less likely to become involved in racial or gang-related jail violence.

The Program training shall focus on, but not be limited to, behavior and interpersonal relations in the context of curbing disturbances in the jail facility. The specific areas of study for this training shall focus primarily, though not exclusively, on the Classroom Curriculum subject areas listed in [Paragraph 3.1.](#)

#### 3.0 DELIVERABLES

##### 3.1 Classroom Curriculum

The classroom curriculum shall include, but shall not be limited to, training in the following subject areas:

## EXHIBIT B

- 3.1.1 Tolerance. Trainees will learn to identify the triggers behind racially motivated and gang-related violence, and manage the stresses relating to racism and gang affiliation.
- 3.1.2 Responsibility. Trainees will learn the importance of accountability for the choices they make.
- 3.1.3 Motivation, Habits and Attitudes. This component of the Program assists in the self-examination of personal habits and attitudes.
- 3.1.4 Goal Setting. Trainees will learn how to identify, set and achieve goals which are applicable in a context of disturbance mediation to determine if the goals have the essential components required for attainment; i.e., are the goals realistic, worthwhile, attainable, measurable, and timely?
- 3.1.5 Problem Solving and Decision Making. Application of practical solutions to everyday conflicts within a jail setting.
- 3.1.6 Emotional Control. Understanding emotions, anger management techniques, and the application of these techniques in a jail setting.
- 3.1.7 Effective Communication. Application of techniques which foster effective and expressive communication.

Contractor shall, at the request of the Sheriff's Project Director, modify the Classroom Curriculum at any time during the Agreement Term. The Sheriff's Project Director shall have final approval over any changes to the Classroom Curriculum.

### 3.2 Schedule

#### General

Classroom sizes are expected to range from 50 to 70 inmates, however, the County does not guarantee a minimum or maximum class size.

Contractor shall provide recurring disturbance mediation training classes five times weekly over five consecutive days, Monday through Friday. Adjustments shall be made for County Holidays. Each classroom session shall be five (5) hours in length, delivered in a single contiguous block of time, except for meal periods as defined in [Paragraph 8.4](#), and subject to

## EXHIBIT B

approval by the Sheriff's Project Director. Classroom instruction shall not exceed 25 hours per calendar week, except as provided in [Paragraph 3.2.2](#), excluding makeup sessions.

Hours may range from 7:00 a.m. to 6:00 p.m. The contract Work year is comprised of forty-eight (48) work weeks. Actual schedules will be established upon agreement with the Sheriff's Project Director.

### Program Cycle

The schedule shall be based upon a Program Cycle. A Program Cycle is a grouping of successive training classes designed to deliver the classroom curriculum outlined in [Paragraph 3.1](#). The Program Cycle shall be 21 calendar days, in length, excluding makeup sessions (see [Paragraph 13.5](#)), and be comprised of fifteen (15) classroom sessions. Program Cycles may be extended, if needed, to accommodate makeup sessions. Subsequent Program Cycles will not be permitted to commence until the prior Cycle has been completed (see [Sub-paragraph 3.2.1](#)) to the satisfaction of the Sheriff's Project Director. Each Program Cycle shall commence on the Monday following the last session of the prior Program Cycle, and shall be adjusted for County Holidays. A full Program Cycle includes each subject at least once, and at the completion of a Program Cycle, the Contractor shall hold a graduation ceremony pursuant to [Paragraph 3.6](#).

- 3.2.1 Contractor shall provide to the Sheriff's Project Manager a schedule of classroom instruction for each Program Cycle not less than two (2) business days before the beginning of each Program Cycle. Jail logistics require that only one (1) Program Cycle may be conducted at any one time throughout the Term of this Agreement. Program Cycles shall not overlap. Each of the subjects listed above in [Paragraph 3.1, Classroom Curriculum](#) must be offered at least once (minimum) during each Program Cycle. Not more than two (2) subjects may be covered during a single five (5) hour classroom session.

A Program Cycle is not considered completed until the entire curriculum, as outlined in [Paragraph 3.1](#), has been successfully delivered by Contractor in accordance with this [Statement of Work](#).

- 3.2.2 Classroom session start and end times will be strictly enforced. Classes will not be permitted to continue beyond the scheduled end time for the session without the prior written approval of the Sheriff's Project Manager. Continuation of class time beyond the

## EXHIBIT B

scheduled end time may be billable to the County, but only with the prior written approval of the Project Manager. Unapproved extensions of class time are not billable to the County.

Classroom hours accumulated after the scheduled end time for said classes may not be 'banked', 'charged to' nor applied forward to any future classes for the purpose of reducing future classroom time for any future classes.

Classes will not be permitted to commence earlier than the scheduled start time for the session without the prior approval of the Sheriff's Project Director.

- 3.2.3 The schedule must include titles for each session commensurate with the description of Classroom Curriculum in [Paragraph 3.1](#) above. The proposed schedule format must show dates, start and end times, and the names of instructors. Contractor shall ensure that each graduating participant has successfully completed training in each of the Deliverable subject areas pursuant to [Sub-paragraphs 3.6.2 and 3.6.3](#), and [Section 10.0 \(Quality Assurance Plan\)](#).
- 3.2.4 Contractor shall provide an initial schedule, [Agreement, Exhibit AA](#), for the first Program Cycle for approval by Sheriff's Project Director prior to executing an Agreement.
- 3.2.5 Contractor shall, at the request of the Sheriff's Project Director, modify the schedule at any time during the Agreement Term. The Sheriff's Project Director shall have final approval over any changes to the schedule or any other component of the Classroom Curriculum.

### 3.3 **Syllabus**

- 3.3.1 Contractor's Syllabus, [Agreement, Exhibit BB](#), shall outline in detail each of the subject areas listed in [Paragraph 3.1, Classroom Curriculum](#) and any additional subject areas that Contractor deems appropriate to this Project.
- 3.3.2 Contractor shall, when appropriate, or at the request of the Sheriff's Project Director, modify the Syllabus at any time during the Agreement Term (see [Paragraphs 3.4 and 3.7](#)). The Sheriff's Project Director shall have final approval over the content of, or any changes to, the Syllabus.

**3.4 Student Withdrawals**

- 3.4.1 Contractor shall evaluate the reasons for all student withdrawals. Contractor shall provide professional observations for the reasons of the withdrawals, evaluate causal Program flaws, if any, and execute corrective measures, when needed, including changes to the classroom content when necessary [see [Paragraph 3.3, Syllabus](#)].
- 3.4.2 Contractor shall provide a description of the methods, as well as forms to be used to document the withdrawals, the reasons for withdrawals, proposed changes to the Program, if any, and Contractor's plan for reporting said withdrawals. These evaluation documents shall be incorporated into Contractor's Quality Assurance program as defined in [Section 10.0](#).

**3.5 Orientation**

- 3.5.1 Contractor shall conduct a formal Orientation session with each new class of Program participants. The Orientation shall minimally serve to describe the purpose of the Program, introduce the instructor(s), and describe the teaching methods, expectations and Program goals.
- 3.5.2 Contractor shall conduct the Orientation sessions at the beginning of the first classroom session for each Program Cycle. Orientation shall not exceed two (2) hours in length. The Orientation shall not be counted as a classroom subject, and shall not be compensated separately from classroom sessions.
- 3.5.3 A detailed description of Contractor's Orientation session is provided as [Agreement, Exhibit CC](#). The Sheriff's Project Director reserves the right to modify the Orientation session content or any other component of the Classroom Curriculum.

**3.6 Graduation**

- 3.6.1 Contractor shall conduct a formal graduation ceremony at the end of each Program Cycle. A graduation shall take place during the last scheduled class session of each Program Cycle. Contractor shall not be compensated separately for the graduation ceremony.



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- 3.6.2 A detailed description of Contractor's Graduation ceremony, student requirements for attending graduation, as well as student certificates and forms required for graduation are provided in the [Agreement, Exhibit DD](#). Students shall minimally be required to attend 75% of the program cycle hours to be considered for graduation. Other criteria for graduation shall include good behavior during the program as well as demonstrated receptivity to the program by the student. The Sheriff's Project Director reserves the right to modify the Graduation ceremony, criteria for graduation, or any other component thereof, at any time throughout the Term of the Agreement.
- 3.6.3 Contractor shall provide a description of the methods, as well as forms to be used to document student behavior, receptivity and general classroom performance. Documentation shall state the reasons for each student failure when applicable. Contractor shall outline a plan for reporting student performance, and any resulting changes required of the program where program deficiencies are noted by the Sheriff's Project Director. These evaluation documents shall be incorporated into Contractor's Quality Assurance program as defined in [Section 10.0](#).

### **3.7 Post-Disturbance Observations – Reporting**

It is understood that inmates who graduate from the Program may, at some later date, be involved in a jail disturbance or altercation. Information concerning disturbances or altercations involving Program graduates will be provided to Contractor by Sheriff's Project Manager.

- 3.7.1 Contractor shall, on a weekly basis, be advised in writing by the Sheriff's staff of any graduate requiring discipline as a result of an altercation, and the circumstances surrounding said action. Contractor shall report back to the Sheriff's Project Manager in writing within 5 business days. The report shall carefully describe Contractor's professional observations of the reasons for the inmate's involvement as well as a recommended remedial plan.
- 3.7.2 Contractor shall incorporate the knowledge garnered from said observations into the classroom content [see [Paragraph 3.3, Syllabus](#)]. Contractor shall modify the course Schedule, Curriculum, Syllabus and/or teaching methodologies to address any deficiencies revealed by such observations, as appropriate.

## EXHIBIT B

- 3.7.3 Contractor's reporting method shall be incorporated into Contractor's Quality Assurance program as defined in [Section 10.0](#). The Sheriff' Project Director reserves the right to modify said reports at any time.

### **4.0 Program Restrictions**

- 4.1 Contractor shall not dispense legal advice or provide direct legal representation to Sheriff's inmates through this Agreement. Inmates in need of legal representation shall be referred to qualified non-profit organizations.
- 4.2 Inmates in need of representation are only to be referred to qualified non-profit legal services programs, such as Public Counsel, the pro bono arm of the Los Angeles County Bar Association, and approved Bar Association lawyer referral services programs. Referrals for other purposes shall only be made to appropriate government, community and non-profit agencies.
- 4.3 All records of referrals shall be maintained by Contractor for a period of five (5) years following the expiration of this Agreement. Contractor shall implement necessary procedures to ensure that the Program is not used to solicit business for private practitioners or others, or for referral to for-profit agencies, individuals or others.
- 4.4 Violation of this [Section 4.0](#) shall be cause for termination of the Agreement for default.

### **5.0 Program Goals**

Contractor shall structure the Program Schedule to ensure that between 600 and 800 inmates per year graduate from the Program. The Sheriff reserves the right to determine a maximum number of graduates. Inmates may elect to, or be required to repeat the Program in its entirety. In either instance, each inmate-graduate shall count toward the aggregate minimum attendance total for the Program.

Contractor shall, to the fullest extent possible, strive to ensure that Program graduates will be less likely to participate in, or initiate, future jail disturbances (regardless of motivation) than non-graduate inmates [see [Section 10.0, Quality Assurance Program](#)].

**6.0 One-Time Jail Operations and Policies Session (Contractor)**

All personnel providing services on behalf of Contractor shall, prior to commencing Work, attend a four (4) hour jail operations session. The session shall be conducted by Sheriff's Department staff in a single class session. The four (4) hour jail operations and policies session is a requirement under this Agreement and is not billable to the County.

**7.0 Materials / Handouts / Audiovisual**

Contractor shall use all necessary handouts, audio visual aids, including information about community resources designed to assist inmates, and/or other materials to ensure for a thorough educational experience.

All materials, handouts, and/or audiovisual aides to be used in the classroom shall be submitted to the Sheriff's Project Manager three (3) business days prior to the use of said material, for written approval.

**8.0 Minimum Staffing Requirements**

8.1 Staffing for classroom instruction shall be at the discretion of the Contractor and subject to approval by the Sheriff's Project Director under the following minimum guidelines:

a. Instructor: Each staff person assigned by Contractor as an instructor for the purpose of this Project must minimally be in the full-time employment of Contractor, and possess a certificate as a trained instructor from an accredited educational institution in any one of the following (or equivalent) disciplines:

- Gang Violence Intervention
- Gang Violence Prevention
- Gang Mediation
- Conflict Resolution and/or Mediation (general)
- Any of the Deliverables listed in [Paragraph 3.1](#)

b. Non-Instructor Assistant Staff: Each and any assisting staff person (classroom assistant) assigned by Contractor for the purpose of this Project must minimally be in the fulltime employment of Contractor, and possess a high school diploma or general education diploma (G.E.D.) from an accredited secondary school in the United States of America. At no time throughout the Term of this Agreement shall such classroom assistant substitute, replace, or fill in as an instructor, except if the classroom assistant is in compliance with the minimum requirements for

## EXHIBIT B

instructors as defined in this [Paragraph 8.1](#) and in [Paragraph 8.2](#), and subject to all other conditions set forth in this [Section 8.0](#).

- 8.2 Each proposed minimally qualified instructor described above in [Paragraph 8.1](#) must possess a minimum of three (3) years' work experience teaching or assisting in areas of expertise related to the Deliverable subject matter outlined in [Paragraph 3.1](#).

Not all proposed instructors are required to possess expertise in every Deliverable subject-matter area. All instructors assigned to the Project by Contractor throughout the Term of this Agreement must, in the aggregate, be capable of providing the instructional services for all Deliverables outlined in [Section 3.0](#).

- 8.3 Each proposed classroom assistant, as well as any guest speaker assigned to the classroom must work under the direct supervision of the instructor who shall, in addition to the requirements in [Paragraphs 8.1 and 8.2](#), act as classroom supervisor.
- 8.4 A classroom instructor must be assigned to, and be present in, the classroom for the entire 5-hour duration of each and every classroom session. At no time shall the classroom instructor leave the classroom without the express consent of the Sheriff's Project Manager or designee. Meal periods will be provided by the Sheriff's Department at a designated time each day for the facility hosting the training. Meal period duration shall be strictly enforced according to Sheriff's custody policies and procedures.
- 8.5 Upon determination by the Sheriff's Department that 10% or more of students attending a class are of non-English speaking Hispanic origin, Contractor shall ensure that, for every such session conducted, at least one (1) instructor and/or one (1) assistant staff person assigned to the classroom is bilingually fluent in both English and Spanish. A certificate of Spanish fluency is not required.

The Sheriff's Project Director, however, shall have final authority, at any time, to informally assess the language fluency of any bilingual individual assigned to a classroom.

- 8.6 Contractor shall staff one (1) Project Director or one (1) Project Manager who will be able to receive telephonic communication from the Sheriff's Department, as needed, on a 24-hours-per day, 7-days-per-week basis,

## EXHIBIT B

for notifications in case sessions need to be cancelled. The Project Director or Project Manager may also perform instructional duties provided they meet the requirements outlined in this [Section 8.0](#).

- 8.7 Contractor shall, upon execution of an Agreement with County, provide to Sheriff's Project Director, any and all resumes, licenses, professional certificates, diplomas, memberships and personal references of proposed staff assigned to the Project.

Sheriff's Project Director shall have the opportunity to interview any of Contractor's proposed staff and shall have final authority to approve or disapprove any proposed instructor or classroom assistant.

- 8.8 Contractor shall, throughout the Term of this Agreement, annually provide all updated documents listed in [Paragraph 8.7](#) to the Sheriff's Project Director.

- 8.9 Contractor may assign instructors and assisting staff (staff) only with a minimum of 10 business days' prior notice to the Sheriff's Project Director, and a minimum of 30 days prior to commencing Work.

Changes to Contractor's staff may be affected only upon providing 10 business days' prior notice to the Sheriff's Project Director, and a minimum of 30 days prior to commencing Work. Additional detail is provided in the [Agreement, Sub-paragraph 4.3.3](#).

- 8.10 Contractor may invite guest speakers and guest observers (guests) only with a minimum of 10 business days' prior request to, and approval by, the Sheriff's Project Manager. Contractor's request shall include the following documentation for any proposed guests requesting entry into the jail facilities:

Last Name, First Name  
Address  
Daytime Phone Number  
California Driver's License No.  
Requested Date of Entry into jail facility  
Purpose for entry request

Contractor will be notified by Sheriff's Project Manager at least 24 hours prior to the requested entry date if the guest has been approved for admission. The Sheriff's Department reserves exclusive authority to permit or deny entry to any person.

## EXHIBIT B

- 8.11 Each of the conditions set forth above in this [Section 8.0](#) is supplemental to the terms and conditions set forth in the [Agreement, Paragraph 4.3, Approval of Contractor's Staff](#).

### **9.0 Quality Control Plan (QC)**

Contractor's quality control (QC) plan is evidenced herein as [Exhibit EE](#) to the Agreement. The Sheriff's Project Director reserves the right to modify the QC Plan, as well as any forms attached therein, at any time throughout the Term of the Agreement.

### **10.0 Quality Assurance Plan (QA)**

Contractor's quality assurance (QA) plan is evidenced herein as [Exhibit FF](#) to the Agreement. The Sheriff's Project Director reserves the right to modify the QA, as well as any forms attached therein, at any time throughout the Term of the Agreement.

### **11.0 Dispute**

In the event of a dispute between the parties to this contract as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, Contractor shall be consulted and a mutual determination thereof shall be made by both the Sheriff's Department and the Contractor.

### **12.0 Location(s)**

Contractor shall provide recurring disturbance mediation training classes to the male inmates housed primarily at the North County Correctional Facility (NCCF) or other Sheriff's custody facility as deemed appropriate by the Sheriff. The Sheriff shall have final and sole discretion in determining where training classes are to be held, and reserves the right to use any Sheriff's custody facility in Los Angeles County. The NCCF facility is located at the following address:

Los Angeles County Sheriff  
North County Correctional Facility  
29340 The Old Road  
Castaic, California 91384

All services to be provided under this Agreement will be administered and monitored by the Sheriff's Correctional Services Division, Inmate Services Unit.

## EXHIBIT B

Due to the fact that classroom instruction is administered in a custody setting, and that the overriding goal of Sheriff's Department is to maintain a secure and safe environment for inmates, Sheriff's staff, and visiting professionals, the Los Angeles County Sheriff reserves the right to amend, alter, and/or modify any pre-approved schedule or location for classroom instruction.

### **13.0 Cancellation of Classes**

The Los Angeles County Sheriff, in the interest of safety or other law enforcement measures, reserves the right to cancel any pre-approved classroom instruction, or deny the entry of Contractor's staff to any custody facility for such purpose.

- 13.1 Classes which are canceled by the Sheriff, and for which the Contractor has been given at least four (4) hours' advance notice by the Sheriff of such cancellation, are not billable.
- 13.2 Classes which are canceled by the Sheriff, and for which the Sheriff is unable to provide at least four (4) hours' advance notice to Contractor, may be billable (non-inclusive of teaching materials) at a rate to be determined prior to the execution of an Agreement (see [Paragraph 8.3](#) of the , [Agreement](#)).
- 13.3 Classes which are canceled by the Contractor, and for which the Contractor has provided at least four (4) hours' advance notice to the Sheriff's Project Manager of such cancellation are considered excused, and are not billable. All such cancellations are subject to the provisions in [Paragraph 13.5, Makeup Sessions](#). Contractor is limited to one (1) excused cancellation per Program Cycle. Any cancellation(s) in excess of one (1) per Program Cycle shall require that the makeup session(s) be provided at no charge to County, and prior to the completion of the Program Cycle in which it was originally offered.
- 13.4 Classes which are canceled by the Contractor, and for which the Contractor has not provided at least four (4) hours' advance notice to the Sheriff's Project Manager of such cancellation are considered non-excused, and are not billable. As such, all cancellations are subject to [Paragraph 13.5, Makeup Sessions](#).



## EXHIBIT B

Contractor's non-excused cancellation shall require that the Contractor provide the makeup session(s) at no charge to County within the Program Cycle in which it was originally offered. Sheriff's Project Director shall, in all cases, have final authority in assessing the validity of the circumstances for said non-excused cancellation.

- 13.5 Makeup Sessions: All canceled classes, whether excused or non-excused, shall be offered as makeup sessions within the Program Cycle in which it was originally offered. Subsequent Program Cycles will not be allowed to begin until all makeup sessions for the prior Cycle have been conducted. Failure to provide makeup sessions, as agreed to in consultation with Sheriff's Project Director, may result in County assessing liquidated damages as provided for in the [Agreement, Section 11.0.](#)

Canceled sessions must be so documented on a revised Schedule. Makeup sessions must be documented on a revised Schedule and labeled with the phrase "makeup session from [DATE]". Such revised Schedule must be reviewed and approved by the Sheriff's Project Director at least two (2) full days before the scheduled makeup session.

### 14.0 Meetings

At various times throughout the Agreement term, and by inclusion herein part of the conditions of this Agreement, the Contractor's Project Director shall be required to attend meetings called by the Sheriff's Department.

The purpose of the meetings is twofold: 1) meetings will be used to discuss and resolve problems, and/or readjust assignments and working schedules to meet new needs, and 2) meetings will be used to discuss or review Title XV or Inmate Welfare Commission policies.

The Contractor will be provided with written notice seven (7) days prior to any scheduled meeting. Contractor shall be permitted one (1) absence per 12-month contract period. Absences in excess of one (1) per 12-month contract period shall be considered unexcused and shall result in billing assessments by the County.

Contractor's mandatory attendance at said meetings is not billable to County.

\* \* \* \* \*



**PRICE SHEET**  
**Disturbance Mediation Training Services**

**Rate**  
**Per 5-Hour Session**

\$1,250.00

Jim Brown  
Contractor's Authorized Representative (PRINT)

Jim Brown  
Representative's Signature

5/23/06 8126109  
Date

**CONTRACT EXHIBITS FOR  
DISTURBANCE MEDIATION TRAINING SERVICES**

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**TO:**

**DATES:**      **Prepared:** \_\_\_\_\_  
                  **Returned by Contractor:** \_\_\_\_\_  
                  **Action Completed:** \_\_\_\_\_

\_\_\_\_\_  
Signature of County Representative

\_\_\_\_\_  
Date

Signature of Contractor Representative \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of County Representative

\_\_\_\_\_  
Date

**CONTRACTOR NOTIFIED OF ACTION:**

County Representative's Signature and Date \_\_\_\_\_

Contractor Representative's Signature and Date \_\_\_\_\_

EXHIBIT D2

# PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Subparagraph 4.3.1, Approval of Contractor's Staff	Contractor shall provide County resumes and interview opportunity prior to effecting any change in staff.	Inspection & Observation	\$50 per occurrence per day
Contract: Paragraph 4.4, Project Status Reports	Contractor shall provide status reports which contain information specified in the SOW, Paragraphs 2.6 (QC) and 2.7 (QA).	Inspection of files & Observation	\$50 per occurrence per day
SOW: Paragraph 3.2, Schedule	Contractor shall provide a Schedule for each Program Cycle to Project Director.	Inspection & Observation	\$50 per occurrence per day
SOW: Sub-paragraph 3.2.2, Schedule	Contractor session start and end times will be strictly enforced.	Inspection & Observation	\$150 per each half-hour increment, or each aggregate amount of time in half-hour blocks that the class was not provided.
SOW: Paragraph 3.5, Orientation	Contractor shall conduct a formal student orientation during the first class of each Program Cycle.	Observation	\$150 per occurrence
SOW: Paragraph 3.6, Graduation	Contractor shall conduct a formal graduation ceremony during the last scheduled class session of each Program Cycle.	Observation	\$150 per occurrence
SOW: Paragraph 3.7, Post Disturbance Debriefings	Contractor shall be responsible for providing, to Project Manager, written post-disturbance reports within 5 business days of notification.	Inspection & Observation	\$50 per occurrence per day

SOW: Paragraph 8.4, Bilingual staff	Instructor to be present in classroom for entire 5-hour session.	Inspection & Observation	\$150 per each half-hour increment, or each aggregate amount of time in half-hour blocks that instructor was not present.
SOW: Paragraph 8.5, Bilingual staff	Contractor shall provide at least one (1) bilingual staff person per class session.	Inspection & Observation	\$500 per occurrence per day and possible termination for default of contract.
SOW: Paragraph 8.7, Staff credentials	Contractor shall maintain and provide all current professional certificates for staff.	Inspection of files	\$50 per occurrence per day
SOW: Paragraph 9.0, QC Program	Contractor shall maintain all components of the prescribed QC Program.	Inspection & Observation	\$50 per occurrence per day
SOW: Paragraph 10.0, QA Program	Contractor shall maintain all components of the prescribed QA Program.	Inspection & Observation	\$50 per occurrence per day
SOW: Section 13.0, Cancellations	Contractor shall provide four (4) hours' advance notice to County Project Manager of any cancelled session.	Inspection & Observation	Makeup session shall be provided at no charge to County within 30 days of cancellation. (12.3, 4, 5)
SOW: Paragraph 13.5, Cancellations	Contractor shall provide makeup sessions for every cancelled class.	Inspection & Observation	Maximum Labor Rate (MLR) per session per each occurrence.
SOW: Section 14.0, Meetings	Contractor is required to attend all mandatory meetings.	Observation	Maximum Labor Rate (MLR) per session per each occurrence in excess of one absence per 12-month contract period.

**CONTRACTOR'S EEO CERTIFICATION****AMER-I-CAN FOUNDATION**

Contractor Name

1851 Sunset Plaza Drive, Los Angeles, California 90069

Address

95-4402804

Internal Revenue Service Employer Identification Number

**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

**CONTRACTOR'S SPECIFIC CERTIFICATIONS**

- |    |   |       |                             |
|----|---|-------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment.   | Yes X | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force.   | Yes X | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups.  | Yes X | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes X | No <input type="checkbox"/> |

X JIM BROWN PRESIDENT  
Authorized Official's Printed Name and Title

X Jim Brown 8/26/09  
Authorized Official's Signature Date

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**JANUARY 1, 2006**

Amer-I-Can, its subsidiaries, and their affiliates and related businesses are Equal Opportunity Employers and follow California State and Federal Equal Employment Opportunity Laws. Qualified applicants are considered for employment and employees are treated during their, without regard to race, gender, gender identity or expression, color, religion, national origin, citizenship status, age, disability, marital status, sexual orientation, veteran status, or any legally protected category.

Signed,

  
Secretary/Treasurer



## **CHARITABLE CONTRIBUTIONS CERTIFICATION**

## EXHIBIT F

### CHARITABLE CONTRIBUTIONS CERTIFICATION

Amer-I-Can Foundation  
Company Name  
1851 Sunset Plaza Drive, Los Angeles, CA 90069  
Address  
95-4402804  
Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

CERTIFICATION	YES	NO
Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.	( )	( )

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.	( )	( )
--	-----	-----

Jim Brown  
Signature

5/23/09 8126109  
Date

Jim Brown  
Name and Title (please type or print)



[SEARCH RESULTS](#) | [NEW SEARCH](#) | [AG CHARITIES](#) | [AG HOME](#)

NOTE: Information appearing here comes directly from the charity or the nonprofit organization's IRS Form 990. The Attorney General's Office does not review or verify the statements.



Information in this report is derived from IRS Form 990 or IRS Form 990-EZ, an annual report filed by nonprofit organizations.

## AMER-I-CAN FOUNDATION

1851 SUNSET PLAZA DR  
LOS ANGELES, CA 90069



### ABOUT THE ORGANIZATION

#### Who We Are

PROVIDES SUPPORT AND REFERENCE SERVICES FOR PROBLEM STUDENTS AND OTHER COMMUNITY YOUTH. COUNSELORS PROVIDE LIFE SKILL TOOLS.

#### Programs/Activities

Named Trusts/Foundations N.E.C. (Philanthropy, Voluntarism, and Public Benefit)

#### BASIC INFORMATION

**EIN:** 95-4402804  
**CT Number:**  
**Year Founded:**  
**Ruling Year:** 1993  
**Fiscal Year:** 2004  
**Assets:** \$240,788  
**Income:** \$1,151,564  
**No. of Board Members:**  
**No. of Full-time Employees:**  
**No. of Part-time Employees:**  
**No. of Volunteers:**  
**Chief Executive Name:**  
**Board of Directors:**  
JIM BROWN, PRESIDENT MONIQUE BROWN,  
SEC/TREAS

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ENTRY APPLICATION FOR CUSTODY FACILITIES  
Service Provider/ Contractor**

**Organization**\_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE FILLING OUT THIS APPLICATION**

All applications will be denied for the following reasons:

Providing untruthful or incomplete statements on applications;  
Use of illegal drugs within the past three (3) years;  
Convicted of bringing a controlled substance into federal prison, state prison, or county jail;  
Any convictions for drug sales;  
Applicant is currently on Parole/Probation;  
Incarcerated in any jail/prison within the last three (3) years;  
Convicted for any of the following: murder, sex crime (other than misdemeanor prostitution), weapons law violations, felonious assault or spousal abuse;  
Currently under psychiatric care;  
Have a relative in the Los Angeles County Jail;  
Outstanding warrants

**If any of the above apply to you, SUBMIT YOUR APPLICATION (Complete Attachment). All information will be verified by a CRIMINAL BACKGROUND CHECK. If your application is denied, you will be notified and we will not discuss the reason for denial with anyone except you. Please initial here:**

---

---

Name\_\_\_\_\_ Social Security #\_\_\_\_\_

Home Address\_\_\_\_\_

Street City Zip Code

C.D.L. / I.D. #\_\_\_\_\_ Date of Birth\_\_\_\_\_

Home Phone #\_\_\_\_\_ Work #\_\_\_\_\_

Sex\_\_\_\_\_ Race\_\_\_\_\_ Hair\_\_\_\_\_ Eyes\_\_\_\_\_ Height\_\_\_\_\_ Weight\_\_\_\_\_

Occupation\_\_\_\_\_ Employer\_\_\_\_\_

Work Address\_\_\_\_\_

Street City Zip Code

---

---

APPROVED / DISAPPROVED \_\_\_\_\_ DATE\_\_\_\_\_

**CONTACT IN CASE OF EMERGENCY:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Telephone # (\_\_\_\_\_) \_\_\_\_\_

**Organization/ Employer:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Telephone # (\_\_\_\_\_) \_\_\_\_\_

What service will you provide? \_\_\_\_\_

How Often? \_\_\_\_\_

**Entry Criteria:**

If you answer YES to any question, please attach an explanation to this application.

1. What kind(s) of illegal drug(s) have you used? \_\_\_\_\_
2. When is the last time you used drugs? \_\_\_\_\_
3. Are you currently on Parole/Probation? \_\_\_\_\_
4. Have you been incarcerated within the last three years? (Prison/County/Jail/Youth Authority/Camp) \_\_\_\_\_
5. Are you currently under Psychiatric Care? \_\_\_\_\_
6. Do you have any relatives/friends incarcerated within the Los Angeles County Jail system?

\_\_\_\_\_  
If yes, provide the following information:

- |     | Name of Inmate   | Booking # | Facility | Relationship |
|-----|--|-----------|----------|--------------|
| 7.  | Have you ever been arrested for murder? _____                            |           |          |              |
| 8.  | Have you ever been convicted of a sex crime? _____                       |           |          |              |
| 9.  | Have you ever been convicted of a Weapons Violation? _____               |           |          |              |
| 10. | Are you filling out this application as a condition of employment? _____ |           |          |              |

**Please read carefully before signing:**

I certify that all information on this application is accurate. I understand that the Los Angeles County Sheriff's Department will verify the information prior to approving my application. As a civilian service provider, I will be expected to obey all Rules, Regulations and Security Procedures. My failure to do so will result in my forfeiture of volunteer services with the Los Angeles County Sheriff's Department.

I AM AWARE THAT IN THE EVENT OF A HOSTAGE SITUATION, THE SHERIFF'S DEPARTMENT POLICY IS NOT TO ALLOW A PRISONER TO ESCAPE WITH A HOSTAGE. Please initial here: \_\_\_\_\_

I AM ALSO AWARE OF THE SEXUAL HARASSMENT AND RETALIATION POLICY FOR CIVILIAN SERVICE PROVIDERS AND VOLUNTEERS. Please initial here: \_\_\_\_\_

These policies apply to all sworn, civilian, and volunteer personnel. See Manual of Policy and Procedures:

Section 5-06/110.00	Hostage and Barricaded Suspect;
Section 3-01/030.72	Sexual Harassment and Retaliation Policy.

All persons entering or materials being brought into a jail facility are subject to search anytime.

Signature\_\_\_\_\_ Date\_\_\_\_\_

***(False information on this application is subject to immediate dismissal)***

**ATTACHMENT**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION**

- H1     CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND  
CONFIDENTIALITY AGREEMENT
  
- H2     CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND  
CONFIDENTIALITY AGREEMENT



**CONTRACT EXHIBIT FOR  
DISTURBANCE MEDIATION TRAINING SERVICES**

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY  
AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

**AMER-I-CAN FOUNDATION  
CONTRACTOR NAME**

Contract No. \_\_\_\_\_

Employee Name \_\_\_\_\_

LEON TAFT

**GENERAL INFORMATION:**

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

Initials of Signer JB

Contractor Name AMER-I-CAN FOUNDATION Contract No. \_\_\_\_\_

Employee Name \_\_\_\_\_

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

Jim BrownDATE: 8 / 26 / 09

PRINTED NAME: \_\_\_\_\_

Jim Brown

POSITION: \_\_\_\_\_

PRESIDENT

**CONTRACT EXHIBIT FOR  
DISTURBANCE MEDIATION TRAINING SERVICES**

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND  
CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

**AMER-I-CAN FOUNDATION**  
CONTRACTOR NAME

Contract No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

Initials of Signer \_\_\_\_\_

Contractor Name **AMER-I-CAN FOUNDATION** Contract No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

# AMER-I-CAN FOUNDATION STAFF

## Disturbance Medation Training

Please fill out this form completely.  
Document only those employees who will be performing work related to this Agreement.  
You may duplicate this sheet if necessary.

Lname, Fname	Backup? yes/no	<b>** SUBJECT - MATTER AREA OF EXPERTISE</b>							Bi-Lingual? yes/no
		1	2	3	4	5	6	7	
<b>Project Director</b>									
<i>name:</i>									
<b>Project Manager</b>									
<i>name:</i>									
<b>*Instructors</b>									
<i>example</i>									
<i>names:</i> 1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>Classroom *Assistants</b>									
<i>names:</i> 1									
2									
3									
4									
5									

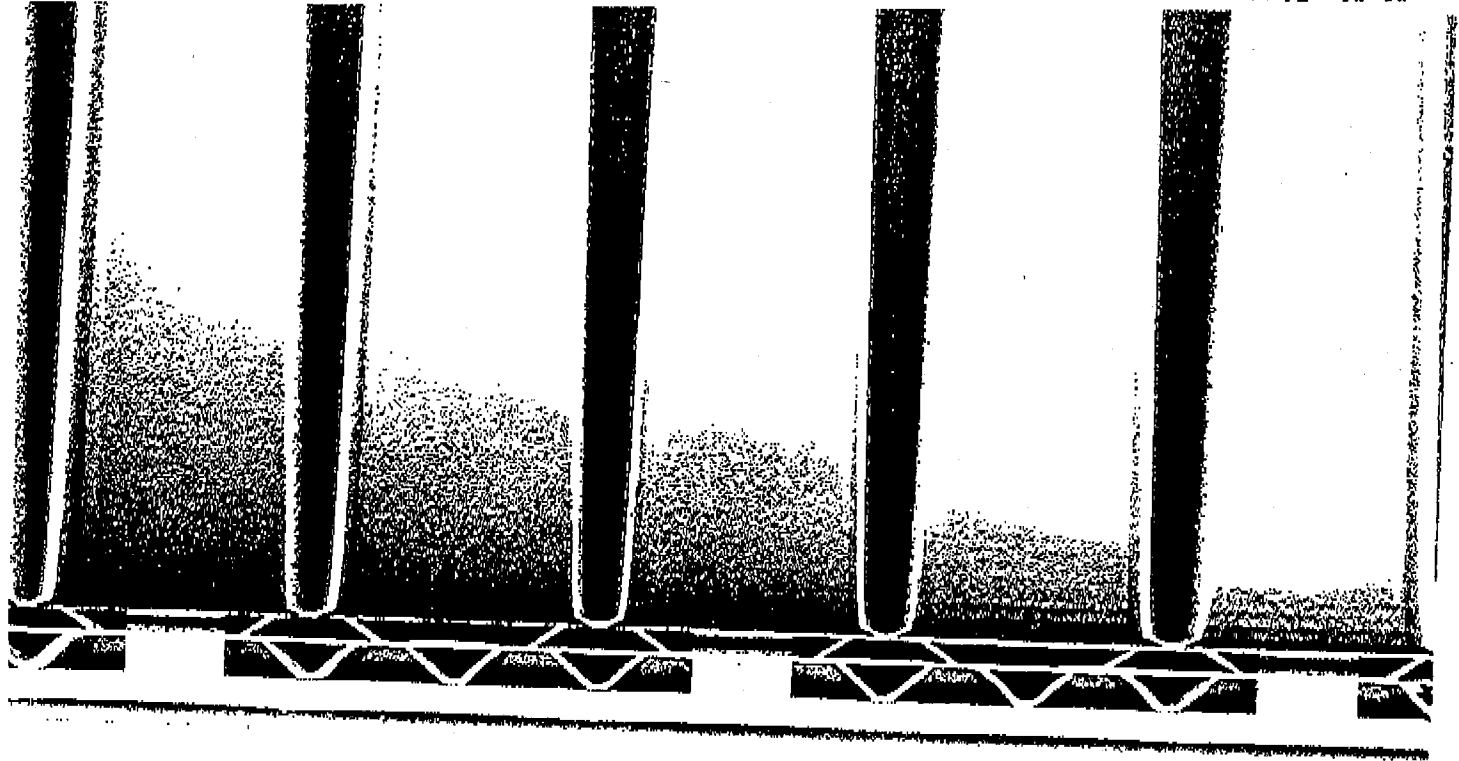
\*Title - Pursuant to the requirements set forth in this Agreement, your instructors will have the titles: Instructor or Assistant

\*\* Certificates - Contractor to submit all instructor certificates in accordance with [Paragraph 8.7 \(Statement of Work\)](#).

\*\*\* Subject Matter Area of Expertise - Each numeral corresponds to the Deliverables outlined in the [Statement of Work, Paragraph 3.1, Subparagraphs 3.1.1 through 3.1.7](#).

Proposer asserts that information provided on this sheet is factual as of the date provided herein.

\_\_\_\_\_  
*signed* *date*  
 Authorized Representative (Proposer)



California State University, Los Angeles  
Division of Student Services, Department of Career Services

Edward G. Lee, President of Los Angeles  
City of Los Angeles  
Association of University District  
College Administrators, Members



Certificate of Completion

Leon Tait

The Youth and Gang Violence Intervention Specialist Training Program

*Leon Tait*

*Leon Tait*

California State University, Los Angeles  
Division of Student Services, Department of Career Services

Edward G. Lee, President of Los Angeles  
City of Los Angeles  
Association of University District  
College Administrators, Members



Certificate of Completion

Quentin E. Taylor

The Youth and Gang Violence Intervention Specialist Training Program

*Quentin E. Taylor*

*Quentin E. Taylor*

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

Page 2 of 3

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002; Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002; Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)



Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

Page 3 of 3

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

## SAFELY SURRENDERED BABY LAW

# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723  
www.babysafela.org

# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.





# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal  
de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



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# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



